2. Build Clinic Master Calendar

The Build Clinic Master Calendar group of functions allows the user to establish the parameters that control appointment scheduling at the clinic. The master calendar is usually set up once for the year.

2.1 Menus

The menus presented on the Participant List window provide mouse and keyboard functionality to functions within the Clinic application. The list will consist of the following menus:

- Calendar
- Help

2.1.1 Calendar Menu

The Calendar menu allows the user to perform activities on the clinic calendar. The menu will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "C". The Calendar menu will display as follows:

- Calendar
    - Appointment Types
    - Resources
    - Toggle Day as Holiday
    - Define Business Days
    - Clear Business Days
    - Define Business Hours
    - Define Group Education Classes
    - Clear Group Education Classes
    - Define Resource Schedules
    - Clear Resource Schedules
    - Adjust Business Hours for Day
    - Adjust Group Education Classes for Day
    - Adjust Resource Schedules for Day
    - Replicate Resource
    - Notes for Day
    - Replicate Day to New Days
    - Copy Schedule to Another Clinic
    - Print Calendars
    - Close

2.1.1.1 Appointment Types Menu Item

This menu item allows the user to define additional appointment types for the local agency. The menu item will be available when the Build Clinic Calendar dialog is active. It will have a mnemonic of "A".

2.1.1.2 Resources Menu Item

This menu item allows the user to define resources for the local agency. Resources are not required for the appointment scheduling system; however, a clinic may schedule appointments to resources if they are defined. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "R".

2.1.1.3 Day as Holiday Menu Item

This menu item allows the user to indicate that the selected date is a holiday. The menu item will be enabled when the Build Clinic Calendar dialog is active and the day selected has not been defined as a business day. It will have a mnemonic of "T".

2.1.1.4 Define Business Days Menu Item

This menu item allows the user to define those days on which the clinic conducts business. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "D".

2.1.1.5 Clear Business Days Menu Item

This menu item allows the user to Clear a previously defined business day for the clinic. This menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "F".

2.1.1.6 Define Business Hours Menu Item

This menu item allows the user to define the hours during which the clinic will conduct business on the defined business days. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "H".

2.1.1.7 Define Group Education Classes Menu Item

This menu item allows the user to define the group education classes scheduled during business hours on business days. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "C".

2.1.1.8 Clear Group Education Classes Menu Item

This menu item allows the user to Clear the group education classes scheduled during business hours on business days. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "G".

2.1.1.9 Define Resource Schedules Menu Item

This menu item allows the user to define the Resource Schedules occurring during established business hours on defined business days. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "S".

2.1.1.10 Clear Resource Schedules Menu Item

This menu item allows the user to Clear the Resource Schedules occurring during established business hours on defined business days. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "I".

2.1.1.11 Adjust Business Hours for Day Menu Item

This menu item allows the user to adjust the business hours for the selected date. The menu item will be enabled whenthe Build Clinic Calendar dialog is active and the day selected has not been defined as a business day. It will have a mnemonic of "B".

2.1.1.12 Adjust Group Education Classes for Day Menu Item

This menu item allows the user to adjust group education classes scheduled on the selected date. The menu item will be enabled when a date is selected on the Clinic Calendar month view on which group education classes are scheduled. It will have a mnemonic of "U".

2.1.1.13 Adjust Resource Schedule for Day Menu Item

This menu item allows the user to adjust the resource schedule defined for the selected date. The menu item will be enabled when a date is selected on the Clinic Calendar month view on which resource schedules are defined. It will have a mnemonic of "J".

2.1.1.14 Replicate Resource Menu Item

This menu item allows the user to replicate a Resource's availability from a selected date range to another Resource. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "L".

2.1.1.15 Notes for the Day Menu Item

This menu item allows the user to add notes for the selected business day. The menu item will be enabled when the Build Clinic Calendar dialog is active and the day selected has not been defined as a business day.. It will have a mnemonic of "N".

2.1.1.16 Replicate Day to New Days Menu Item

This menu item allows the user to replicate the defined business hours, resource schedules, and scheduled group education classes from a selected date to one or more days. The menu item will be enabled when the Build Clinic Calendar dialog is active and the day selected has not been defined as a business day.. It will have a mnemonic of "E".

2.1.1.17 Copy Schedule to Another Clinic Menu Item

This menu item allows the user to copy the defined business days, hours, resource schedules, and scheduled group education classes from the selected clinic to the calendar of another clinic. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "Y".

2.1.1.18 Print Calendars Menu Item

This menu item allows the user to invoke the print menu. The menu will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "P".

2.1.1.19 Close Menu Item

This menu item allows the user to exit the Build Clinic Calendar dialog. The menu item will be enabled when the Build Clinic Calendar dialog is active. It will have a mnemonic of "O".

2.1.2 File Menu Processes

2.1.2.1 Appointment Type

Upon selection of the Appointment Type menu item, the system will invoke the Appointment Type dialog described in this document.

2.1.2.2 Resources

Upon selection of the Resources menu item, the system will invoke the Define Resources dialog described in this document.

2.1.2.3 Toggle Day as Holiday

Upon selection of the Toggle Day as Holiday menu item, the system will invoke the Toggle Day as Holiday dialog described in this document.

2.1.2.4 Define Business Days

Upon selection of the Define Business Days menu item, the system will invoke the Define Business Days dialog described in this document.

2.1.2.5 Clear Business Days

Upon selection of the Clear Business Days menu item, the system will invoke the Clear Business Days dialog described in this document.

2.1.2.6 Define Business Hours

Upon selection of the Define Business Hours menu item, the system will invoke the Define Business Hours dialog described in this document.

2.1.2.7 Define Group Education Classes

Upon selection of the Define Group Education Classes menu item, the system will invoke the Define Group Education Classes dialog described in this document.

2.1.2.8 Clear Group Education Classes

Upon selection of the Clear Group Education Classes menu item, the system will invoke the Clear Group Education Classes dialog described in this document.

2.1.2.9 Define Resource Schedules

Upon selection of the Define Resource Schedules menu item, the system will invoke the Define Resource Schedules dialog described in this document.

2.1.2.10 Clear Resource Schedules

Upon selection of the Clear Resource Schedules menu item, the system will invoke the Clear Resource Schedules dialog described in this document.

2.1.2.11 Adjust Business Hours for Day

Upon selection of the Adjust Business Hours for Day menu item, the system will invoke the Adjust Business Hours for Day dialog described in this document.

2.1.2.12 Adjust Group Education Classes for Day

Upon selection of the Adjust Group Education Classes for Day menu item, the system will invoke the Adjust Scheduled Group Education Classes for Day dialog described in this document.

2.1.2.13 Adjust Resource Schedule for Day

Upon selection of the Adjust Resource Schedule for Day menu item, the system will invoke the Adjust Resource Schedule for Day dialog described in this document.

2.1.2.14 Replicate Resource

Upon selection of the Replicate Resource menu item, the system will invoke the Replicate Resource dialog described in this document.

2.1.2.15 Notes for Day

Upon selection of the Notes for Day menu item, the system will invoke the Notes for the Day dialog described in this document.

2.1.2.16 Replicate Day to New Days

Upon selection of the Replicate Day to New Days menu item, the system will invoke the Replicate Day to New Days dialog described in this document.

2.1.2.17 Copy Schedule to Another Clinic

Upon selection of the Copy Schedule to Another Clinic menu item, the system will invoke the Copy Schedule to Another Clinic dialog described in this document.

2.1.2.18 Print Calendars

Upon selection of the Print Calendars menu item, the system will expand the sub-menu as follows:

2.1.2.18.1 Print Master Calendar

Upon selection of the Print Master Calendar menu item, the system will invoke the Print Master Calendar dialog described in this document.

2.1.2.18.2 Print Clinic Detail Calendar

Upon selection of the Print Clinic Detail Calendar menu item, the system will invoke the Print Clinic Detail Calendar dialog described in this document.

2.1.2.18.3 Print Clinic Group Class Calendar

Upon selection of the Print Clinic Group Class Calendar menu item, the system will invoke the Print Clinic Group Class Calendar dialog described in this document.

2.1.2.19 Close

Upon selection of the Close menu item, the system will exit the Build Clinic Calendar dialog and will return to the Central Administrative Site window.

2.1.3 Calendar Toolbar

The calendar toolbar gives the user a quick way of accessing the global functions of the Build Clinic Master Calendar using a mouse or pointing device. This section describes the behavior of the Buttons on the calendar toolbar.

Figure 1 - Calendar Toolbar

2.1.3.1 Day as Holiday Toolbar Button

This toolbar button allows the user to indicate that the selected date is a holiday. This toolbar button will be enabled when the calendar toolbar is accessible and the day selected has not been defined as a business day. This toolbar button will have a tool tip text of "Toggle Day as Holiday".

2.1.3.2 Define Business Days Toolbar Button

This toolbar button allows the user to define those days on which the clinic conducts business. The toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Define Business Days".

2.1.3.3 Clear Business Days Toolbar Button

This toolbar button allows the user to Clear a previously defined business day for the clinic. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Clear Business Days".

2.1.3.4 Define Business Hours Toolbar Button

This toolbar button allows the user to define the hours during which the clinic will conduct business on the defined business days. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Define Business Hours".

2.1.3.5 Define Group Education Classes Toolbar Button

This toolbar button allows the user to define the group education classes scheduled during business hours on business days. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Define Group Education Classes".

2.1.3.6 Clear Group Education Classes Toolbar Button

This toolbar button allows the user to Clear the group education classes scheduled during business hours on business days. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Clear Group Education Classes".

2.1.3.7 Define Resource Schedule Toolbar Button

This toolbar button allows the user to define the resource schedules occurring during established business hours on defined business days. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Define Resource Schedules".

2.1.3.8 Clear Resource Schedule Toolbar Button

This toolbar button allows the user to Clear the resource schedules occurring during established business hours on defined business days. This toolbar button will be enabled when the calendar toolbar is accessible. This toolbar button will have a tool tip text of "Clear Resource Schedules".

2.1.4 Toolbar Processes

2.1.4.1 Day as Holiday

Upon selection of the toolbar button, the system will invoke the Toggle Day as Holiday dialog described in this document.

2.1.4.2 Define Business Days

Upon selection of the toolbar button, the system will invoke the Define Business Days dialog described in this document.

2.1.4.3 Clear Business Days

Upon selection of the toolbar button, the system will invoke the Clear Business Days dialog described in this document.

2.1.4.4 Define Business Hours

Upon selection of the toolbar button, the system will invoke the Define Business Hours dialog described in this document.

2.1.4.5 Define Group Education Classes

Upon selection of the toolbar button, the system will invoke the Define Group Education Classes dialog described in this document.

2.1.4.6 Clear Group Education Classes

Upon selection of the toolbar button, the system will invoke the Clear Group Education Classes dialog described in this document.

2.1.4.7 Define Resource Schedule

Upon selection of the toolbar button, the system will invoke the Define Resource Schedules dialog described in this document.

2.1.4.8 Clear Resource Schedule

Upon selection of the toolbar button, the system will invoke the Clear Resource Schedules dialog described in this document.

2.2 Build Clinic Calendar

The Build Clinic Calendar dialog allows the user to view holidays, defined business days and defined business hours for the Clinic at a glance. The dialog is invoked in response to the following user actions:

- Selection of the Build Master Calendar menu item from the Activities menu on the Central Administrative Site window described in Chapter 4 - Participant List, Folder and Summary (CAS).
- Selection of the Build Master Calendar for Clinics toolbar button from the system toolbar described in Chapter 4- Participant List, Folder and Summary (CAS).

Figure 2 - Build Clinic Calendar Dialog

2.2.1 Controls

This section describes the behavior of the controls on the Build Clinic Calendar dialog.

2.2.1.1 Date, Month Dropdown

This control allows the user to select the month of the year with which to work. The dropdown will be enabled when the Build Clinic Calendar dialog is active. It will contain an entry for each month of the year. The current month in the list will initially be selected.

2.2.1.2 Date, Year Dropdown

This control allows the user to select the year with which to work. The dropdown will be enabled when the Build Clinic Calendar dialog is active. It will contain entries for two years starting with the current year. The current year in the list will initially be selected. If the month selected is prior to the current system month, the year will default to the next calendar year.

2.2.1.3 Clinic Dropdown

This control allows the user to select the clinic calendar with which to work. The dropdown will be enabled when the Build Clinic Calendar dialog is active. It will contain an entry for each clinic in the local agency. The first entry in the list will initially be selected.

2.2.1.4 Clinic Calendar Month View

This control allows the user to see the defined holidays, business days and business hours for the selected clinic. The month view will be enabled when the Build Clinic Calendar dialog is active. The caption of the month view will be the textual name of the month and year of the selected currently month. The user can select a day to with which to work in the month view.

Defined holidays will display in the color red. Defined business days will display in the color white. Defined business days with both business hours and resources also defined will display in the color yellow. The currently selected date will display in the color blue. Days on which no business hours have been defined for the month will display in the color gray. The current system date will display in the color green and will be the initially selected date in the control.

2.2.2 Processes

This section describes the processes (navigation) that takes place as a result of the actions taken on the Build Clinic Calendar dialog.

2.2.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Build Clinic Calendar".

The Date, Month control will default to the current month.

The Date, Year control will default to the current year.

The Clinic control will default to the first entry in the list.

The Clinic Calendar Month View will default to the current day and month.

If Notes are available for the business day, a Notes icon is displayed for that day.

2.2.2.2 Refresh Calendar

Upon a change of the month, the Clinic Calendar month view will be refreshed.

Upon a change of the year, the Clinic Calendar month view will be refreshed.

Upon a change of the clinic, the Clinic Calendar month view will be refreshed.

2.2.2.3 Adjust Resource Schedule

Upon double-clicking on a defined business day, the system will invoke the Adjust Resource Schedules dialog described in this document.

If the user selects a defined holiday, the system will invoke a standard error message with the text "This day is defined as a Holiday. You cannot adjust a resource schedule for a Holiday."

If the user selects a day that has not been defined as a business day, the system will invoke a standard error message with the text "This day is not currently defined as a business day. Resource schedules cannot be adjusted for a day that is not a business day."

2.3 Define Appointment Types

The Appointment Type dialog allows the user to view, add, edit or delete appointment types for the local agency. It is invoked when the user selects the Appointment Types menu item from the Calendar menu described in this document.
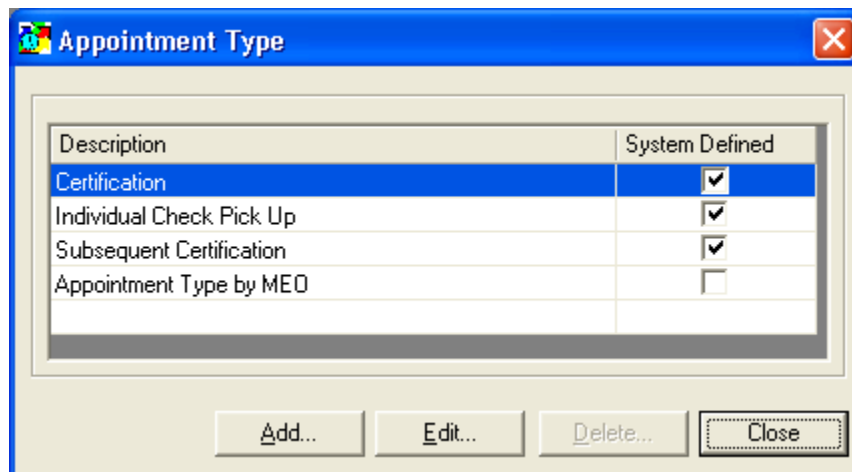
Figure 3 - Appointment Type Dialog

2.3.1 Controls

This section describes the behavior of the controls on the Appointment Type dialog.

2.3.1.1 Appointment Types Display Grid

This control allows the user to view the appointment types defined for the local agency. The display grid will be enabled when the Appointment Type dialog is active. It will consist of the following columns:

- Description
- System Defined

The entries in the grid will be sorted first by the value of the System Defined column so that all system defined resources display at the top of the grid. Then the entries will be sorted in alphabetical order according to the value of the Description column. The values on the grid are read-only. A single selection may be made by the user. The top entry in the grid will be selected by default upon opening the dialog.

2.3.1.2 Add Button

This control allows the user to add additional appointment types for the local agency. The Add Button will be enabled when the Appointment Type dialog is active. It has a mnemonic of "A".

2.3.1.3 Edit Button

This control allows the user to edit the information for the selected appointment type. The Edit Button will be enabled when the Appointment Type dialog is active. It has a mnemonic of "E".

2.3.1.4 Delete Button

This control allows the user to delete the selected appointment type. The Delete Button will be enabled when a user defined appointment type is selected in the Appointment Types display grid. It has a mnemonic of "D".

2.3.1.5 Close Button

This control allows the user to exit the Appointment Type dialog. The Close Button will be enabled when the Appointment Type window is active. Characteristics for the Close button are defined in *Consistencies*.

2.3.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Appointment Type dialog.

2.3.2.1 Initializing the Interface

The title bar text will be set to "Appointment Type"

The Appointment Types Display grid will list all appointment types defined for the local agency.

The first item in the Appointment Types Display grid will be selected.

The check box will be marked in the System Defined column if the appointment type is system defined.

The Delete Button will be disabled if the item selected is system defined.

2.3.2.2 Add

Upon selection of the Add Button, the system will invoke the Add Appointment Type dialog in Add mode described in this document.

2.3.2.3 Edit

Upon selection of the Edit Button, the system will invoke the Edit Appointment Type dialog in Edit mode described in this document.

2.3.2.4 Delete

Upon selection of the Delete Button, "Are you sure you want to delete the appointment type?" The options of Yes and No will be available.

Upon selection of the Yes Button, the system will check for any appointments that have been scheduled with the selected appointment type. If there are appointments scheduled with the selected appointment type, the system will invoke a standard error message with the text "There are appointments associated with the appointment type. "

If the user selects Yes and no appointments are associated with the appointment type, the appointment type is deleted from the local agency and the contents of the Appointment Types display grid will be updated.

If the user selects No the system will return to the Appointment Type dialog without deleting the appointment type.

2.3.2.5 Close

Upon selection of the Close button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.4 Add Appointment Type

The Add Appointment Type dialog allows the user to add an appointment type to
the local agency. It is invoked when the user selects the Add Button on the
Appointment Type dialog described in this document.
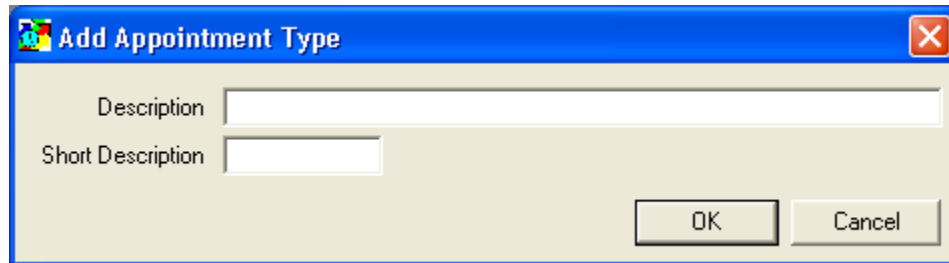
Figure 4 - Add Appointment Type Dialog

2.4.1 Controls

This section describes the behavior of the controls on the Add Appointment
Type dialog.

2.4.1.1 Description Text Box

This control allows the user to enter the description for the appointment
type. The text box will be enabled when the Add Appointment Type
dialog is active. The control will only accept entry of alphanumeric
characters. The maximum size of this control will be fifty (50) characters.
It will initially be blank. An entry is required in this control.

2.4.1.2 Short Description Text Box

This control allows the user to enter the abbreviated description for the
appointment type. The text box will be enabled when the Add
Appointment Type dialog is active. The control will only accept entry of
alphanumeric characters. The maximum size of this control will be ten
(10) characters. It will initially be blank. An entry is required in this
control.

2.4.1.3 OK Button

This control allows the user to save the changes made to the appointment
type description and exit the Add Appointment Type dialog. The OK
Button will be enabled when the Add Appointment Type dialog is active.
(See Saving the Data in the Processing section below.) Characteristics for
the OK button are defined in *Consistencies*.

2.4.1.4 Cancel Button

This control allows the user to discard any changes made to the appointment type description and exit the Add Appointment Type dialog. The Cancel Button will be enabled when the Add Appointment Type dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Add Appointment Type dialog.

2.4.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Add Appointment Type".

- All controls on this dialog will initially be blank.

2.4.2.2 Edits

Upon selection of the OK button, if an entry is not made the following controls:

- Description
- Short Description

The system will invoke a standard error message with the text "An entry is required for {control name}".

Upon dismissal of the error message box, the system will automatically position the cursor in the field found in error to facilitate error correction.

The entered appointment type description is compared against the existing appointment types for the local agency. If the description entered is the same as another defined appointment type for the local agency, the system will invoke a standard error message with the text "The appointment type description already exists. Please change the description."

2.4.2.3 Saving the Data

When the above-listed edits are met, the system will update the appointment type information and return to the Appointment Type dialog.

2.4.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Appointment Type dialog

2.4.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
A record is created in the DefaultDuration table for each service site in the current agency for the appointment type with the duration set to 20.			
Description	AppointmentType	Description	
Short Description	AppointmentType	ShortDescription	

2.5 Edit Appointment Type

The Edit Appointment Type dialog allows the user to specify the appointment type for the local agency to be edited. It is invoked when the user selects the Edit Button on the Appointment Type dialog described in this document.

Figure 5 - Edit Appointment Type Dialog

2.5.1 Controls

This section describes the behavior of the controls on the Edit Appointment Type dialog.

2.5.1.1 Description Text Box

This control allows the user to enter the description for the appointment type. The text box will be enabled when the Edit Appointment Type dialog is active and the selected Appointment Type is not a system-defined appointment. The control will only accept entry of alphanumeric characters. The maximum size of this control will be fifty (50) characters. It will default to the value of the Description column from the selected entry in the Appointment Types data grid on the Appointment Type dialog. An entry is required in this control.

2.5.1.2 Short Description Text Box

This control allows the user to enter the abbreviated description for the appointment type. The text box will be enabled when the Edit Appointment Type dialog is active and the selected Appointment Type is not a system-defined appointment. The control will only accept entry of alphanumeric characters. The maximum size of this control will be ten (10) characters. It will default to the value of the short description for the selected entry in the Appointment Types data grid on the Appointment Type dialog. An entry is required in this control.

2.5.1.3 System Defined Check Box

This control indicates whether the appointment type is system defined. The check box will be disabled when the Edit Appointment Type dialog is active. It will be marked if the selected Appointment Type is a system-defined appointment, otherwise it will be cleared.

2.5.1.4 Default Duration Grid

This control allows the user to view the defined clinics and update the default duration for the appointment type for each clinic. The grid will be enabled when the Edit Appointment Type dialog is active. It will consist of the following columns:

- Clinic
- Default Duration (min)

An entry will be added to the grid for each defined clinic for the local agency. The entries in the grid will be sorted by the value of the Clinic ID in the Clinic column. The first entry in the grid will initially be selected.

The value of the Default Duration column for each clinic can be directly edited in the grid. The column will only accept entry of numeric characters. The mask for the column will be "###". The value of the Default Duration column will initially default to 20 minutes.

An entry is required in the Default Duration column for each clinic. The value entered in the Default Duration column must be within the range of 5 to 120 minutes inclusive. The value entered will automatically be rounded by the system to the nearest 5-minute increment. For example, if 27 is entered the system will round the value to 25; if 28 is entered the system will round the value to 30. If the entry is less than 5 minutes then the entry will be set to 5 minutes. If the entry is greater than 120 minutes then the entry will be set to the maximum of 120 minutes.

2.5.1.5 OK Button

This control allows the user to save the changes made to the appointment type information and exit the Edit Appointment Type dialog. The OK Button will be enabled when the Edit Appointment Type dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.5.1.6 Cancel Button

This control allows the user to discard any changes made to the appointment type information and exit the Edit Appointment Type dialog. The Cancel Button will be enabled when the Edit Appointment Type dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Edit Appointment Type dialog.

2.5.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Edit Appointment Type".

The Description control will display the value of the Description column from the selected entry in the Appointment Types data grid on the Appointment Type dialog.

The Short Description will display the value of the short description for the selected entry in the Appointment Types data grid on the Appointment Type dialog.

The Default Duration grid will display all clinics in the agency in order by Clinic ID.

2.5.2.2 Edits

Upon selection of the OK button, if an entry is not made in the following controls:

- Description
- Short Description

The system will invoke a standard error message with the text "An entry is required for {control name}".

Upon dismissal of the error message box, the system will automatically position the cursor in the field found in error to facilitate error correction.

The entered appointment type description is compared against the existing appointment types for the local agency. If the description entered is the same as another defined appointment type for the local agency, the system will invoke a standard error message with the text "The appointment type description already exists. Please change the description."

2.5.2.3 Saving the Data

When the above-listed edits are met, the system will update the appointment type information and return to the Appointment Type dialog.

2.5.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Appointment Type dialog

2.5.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Description	AppointmentType	Description	
Short Description	AppointmentType	ShortDescription	
Default Duration (min)	DefaultDuration	DefaultDuration	

2.6 Define Resources

The Define Resources dialog allows the user to define resources for a clinic. Group education classes and resource schedules will be required to be assigned to these resources. The Define Resources dialog is invoked when the user selects the Resources menu item from the Calendar menu described in this document.
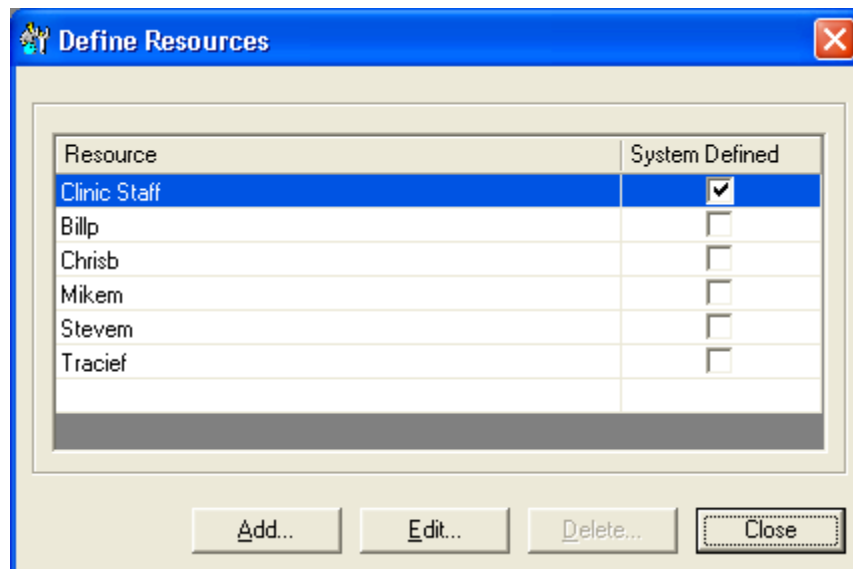
Figure 6 - Define Resources Dialog

2.6.1 Controls

This section describes the behavior of the controls on the Define Resources
dialog.

2.6.1.1 Resources Display Grid

This control allows the user to view the resources assigned to the local
agency. The display grid will be enabled when the Define Resources
dialog is active. It will consist of the following columns:

- Resource
- System Defined

The entries in the grid will be sorted first by the value of the System
Defined column so that all system defined resources display at the top of
the grid. Then the entries will be sorted in alphabetical order according
to the value of the Resource column. The values on the grid are read-only.
A single selection may be made by the user. The top entry in the grid will
be selected by default upon opening the dialog.

2.6.1.2 Add Button

This control allows the user to add resources to the local agency. The Add
Button will be enabled when the Define Resources dialog is active. It has
a mnemonic of "A".

2.6.1.3 Edit Button

This control allows the user to edit information for the selected resource. The Edit Button will be enabled when a user defined resource is selected in the Resources display grid. It has a mnemonic of "E".

2.6.1.4 Delete Button

This control allows the user to delete the currently selected resource in the Resources display grid. The Delete Button will be enabled when a user defined resource is selected in the Resources display grid. It has a mnemonic of "D".

2.6.1.5 Close Button

This control allows the user to exit the Define Resources dialog. The Close Button will be enabled when the Define Resources dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Resources dialog.

2.6.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Define Resources".

The Resource Display grid will list all resources defined in the agency.

2.6.2.2 Add

Upon selection of the Add Button, the system will invoke the Update Resource dialog in Add mode described in this document.

2.6.2.3 Edit

Upon selection of the Edit Button, the system will invoke the Update Resource dialog in Edit mode described in this document. If the selection is a System defined resource, it may not be edited.

2.6.2.4 Delete

Upon selection of the Delete Button, the system will check for a resource schedule or group education class defined for the resource.

If a resource schedule is defined for the resource, the system will invoke a standard error message with the text "A resource schedule is defined for this resource. The resource can not be deleted."

If a group education class is defined for the resource, the system will invoke a standard error message with the text "A group education class is defined for this resource. The resource can not be deleted."

If there are no appointments scheduled for the resource, the system will invoke a standard warning message with the text "Are you sure you want to delete this resource?" The options of Yes and No will be available.

If the user selects Yes, the resource is deleted from the local agency and the contents of the Resources display grid will be updated.

If the user selects No the system will return to the Define Resources dialog without deleting the resource.

2.6.2.5 Close

Upon selection of the Close button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.7 Update Resource

The Update Resource dialog allows the user to either add a new resource or to edit information for an existing resource. The dialog is invoked in response to the following user actions:

- Selection of the Add Button on the Define Resources dialog described in this document.
- Selection of the Edit Button on the Define Resources dialog described in this document.
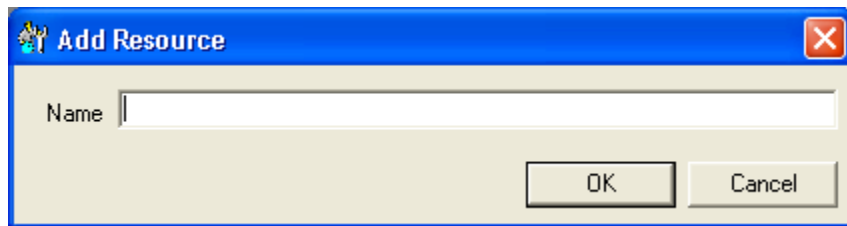
Figure 7 - Add Resource Dialog
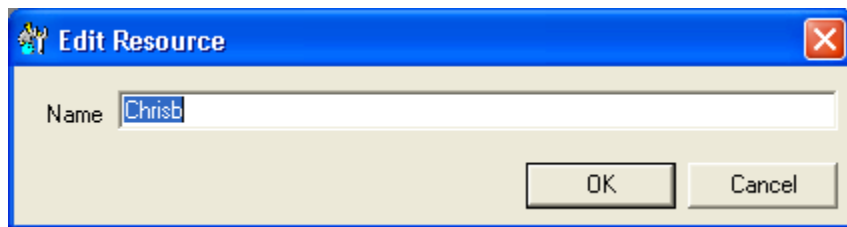
Figure 8 - Edit Resource Dialog

If this dialog was invoked from the Add Button of the Define Resources dialog, it is considered to be in Add mode. If the dialog was invoked from the Edit Button of the Define Resources dialog, it is considered to be in Edit mode.

2.7.1 Controls

This section describes the behavior of the controls on the Update Resource dialog.

2.7.1.1 Name Text Box

This control allows the user to enter the name of the resource. The text box will be enabled when the Update Resource dialog is active. The control will accept entry of alphanumeric and special characters in this field. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, it will default to the value of the Resource column from the selected entry in the Resources display grid on the Define Resources dialog.

2.7.1.2 OK Button

This control allows the user to save the changes made to the resource information and exit the Update Resource dialog. The OK Button will be enabled when the Update Resource dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.7.1.3 Cancel Button

This control allows the user to discard any changes made to the resource information and exit the Update Resource dialog. The Cancel Button will be enabled when the Update Resource dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.7.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Resource dialog.

2.7.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Add Resources" if the dialog is in Add mode and set to "Edit Resources" if the dialog is in Edit mode.

The Name control will be blank if it is in Add Mode. Otherwise, will display the Resource Name selected on the Define Resources Dialog.

2.7.2.2 Edits

Upon selection of the OK button, if no entry is made in the Name control, the system will invoke the standard error message with the text "An entry is required for the Name."

2.7.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will check the entered resource name against the existing resource names for the local agency. If the name entered is the same as another defined resource name for the local agency, the system will invoke a standard error message with the text "A resource description already exists. Please change the description."

The system will then save the data and return the user to the Define Resources dialog.

2.7.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Define Resources dialog

2.7.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Name	AppointmentResource	Description	

2.8 Toggle Day as Holiday

The Toggle Day as Holiday dialog allows the user to specify whether the currently selected day is a Holiday, and optionally provide a description for the holiday. The Toggle Day as Holiday dialog is invoked in response to the following user actions:

- Selection of the Toggle Day as Holiday menu item from the Calendar menu described in this document.
- Selection of the Toggle Day as Holiday toolbar button from the Calendar toolbar described in this document.
- Selection of the Toggle Day as Holiday menu item when right clicking on the selected day
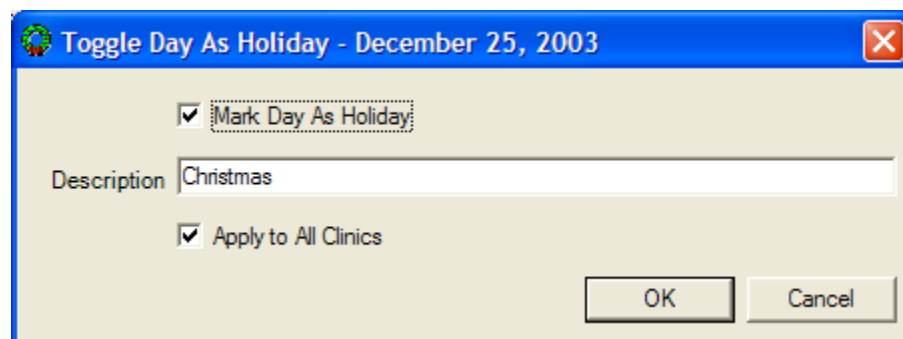

Figure 9 - Toggle Day as Holiday Dialog

2.8.1 Controls

This section describes the behavior of the controls on the Toggle Day as Holiday dialog.

2.8.1.1 Mark Day as Holiday Check Box

This control allows the user to indicate that the selected day is a Holiday for the clinic. The check box will be enabled when the Toggle Day as Holiday dialog is active. If the day selected on the clinic calendar is currently a holiday, the check box will initially be marked.

2.8.1.2 Description Text Box

This control allows the user to enter a description for the Holiday. The text box will be enabled when the Toggle Day as Holiday dialog is active. The control will only accept entry of alphanumeric characters. The maximum size of this control will be fifty (50) characters. If the selected day is currently marked as a Holiday on the clinic calendar, the control will default to the description for the selected day. If the selected day is not currently marked as a Holiday, the control will initially be blank.

An entry is required in this control if the Mark Day as Holiday check box is marked.

2.8.1.3 Apply to All Clincs Check Box

This control allows the user to indicate that the selected day is a Holiday for all clinics. The check box will be enabled when the Toggle Day as Holiday dialog is active. The check box will initially be marked.

2.8.1.4 OK Button

This control allows the user to save the changes made to the Holiday and exit the Toggle Day as Holiday dialog. The OK Button will be enabled when the Toggle Day as Holiday dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.8.1.5 Cancel Button

This control allows the user to discard any changes made to the Holiday and exit the Toggle Day as Holiday dialog. The Cancel Button will be enabled when the Toggle Day as Holiday dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.8.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Toggle Day as Holiday dialog.

2.8.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Mark Day as Holiday – { Textual Month Day, Year}".

The Mark Day as Holiday check box will be initially marked.

The Description will initially be blank if the date had not been currently defined as a holiday, otherwise it will display the description of the selected day.

The Apply to All Clinics check box will be initially marked.

2.8.2.2 Edits

Upon selection of the OK button, if the Mark Day as Holiday control is selected an entry is required in the Description text box. The system will invoke a standard error message with the text "An entry is required for the {control name}."

If the Apply to All Clinics check box is checked, the system will check if the selected day has been defined as a business day for any clinic in the local agency. If it has been defined as a business day, the system will invoke a standard error message with the text "The selected day has been defined as a business day for clinic {clinic ID – clinic name}."

2.8.2.3 Saving the Data

Upon successful completion of the above listed edits, if business days are not defined on the selected day, the system will update the holiday information. The Holiday will be defined for all clinics. The system will then return to the Build Clinic Calendar dialog.

If the Apply to All Clinics check box is unchecked, the system will update the holiday information. The Holiday will be defined for the selected clinic. The system will then return to the Build Clinic Calendar dialog.

If the Mark Day as Holiday check box is blank the date will not be defined as a holiday.

2.8.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.8.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Description	Holiday	Description	

2.9 Define Business Days

The Define Business Days dialog allows the user to define business days for the clinic. It is invoked in response to the following user actions:

- Selection of the Define Business Days menu item from the Calendar menu described in this document
- Selection of the Define Business Days toolbar button from the Calendar toolbar described in this document

Figure 10 - Define Business Days Dialog

2.9.1 Controls

This section describes the behavior of the controls on the Define Business Days dialog.

2.9.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are defining business days. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.9.1.2 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of business days. The masked edit box will be enabled when the Define Business Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date. An entry is required in this control.

2.9.1.3 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of business days. The masked edit box will be enabled when the Define Business Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year from the current system date. An entry is required in this control.

2.9.1.4 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Define Business Days dialog is active.

2.9.1.5 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Define Business Days dialog is active.

2.9.1.6 Week 1 Check Box

This control allows the user to indicate whether the business days defined for this clinic apply to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.7 Week 2 Check Box

This control allows the user to indicate whether the business days defined for this clinic apply to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.8 Week 3 Check Box

This control allows the user to indicate whether the business days defined for this clinic apply to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.9 Week 4 Check Box

This control allows the user to indicate whether the business days defined for this clinic apply to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.10 Week 5 Check Box

This control allows the user to indicate whether the business days defined for this clinic apply to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.11 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Define Business Days dialog is active.

2.9.1.12 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Define Business Days dialog is active.

2.9.1.13 Monday Check Box

This control allows the user to indicate whether to define Mondays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the first Monday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.14 Tuesday Check Box

This check box allows the user to indicate whether to define Tuesdays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the first Tuesday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.15 Wednesday Check Box

This control allows the user to indicate whether to define Wednesdays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the first Wednesday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.16 Thursday Check Box

This control allows the user to indicate whether to define Thursdays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the first Thursday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.17 Friday Check Box

This control allows the user to indicate whether to define Fridays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the first Friday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.18 Saturday Check Box

This control allows the user to indicate whether to define Saturdays as businesses days for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the first Saturday of each month that falls within the specified date range will be defined as a business day. The check box will be enabled when the Define Business Days dialog is active. It will initially be cleared.

2.9.1.19 Apply Button

This control allows the user to apply and save the current business day definitions without exiting the Define Business Days dialog. The Apply Button will be enabled when the Define Business Days dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.9.1.20 OK Button

This control allows the user to save the current changes made to the business day definition and exit the Define Business Days dialog. Previous business day definitions saved using the Apply Button have already been stored in the database. The OK Button will be enabled when the Define Business Days dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.9.1.21 Cancel Button

This control allows the user to exit the Define Business Days dialog without saving any of the current business day definitions. Previous business day definitions saved using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Define Business Days dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.9.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Business Days dialog.

2.9.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Define Business Days".

The Clinic Text and Value Label will display the code and name of the clinic.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

2.9.2.2 Edits

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid".

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check boxes are checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

2.9.2.3 Saving the Data

Upon successful completion of the above listed edits the system will insert a Business Day record for each date applicable, based on the user's selection and invoke the Event Log for Define Business Days dialog.

2.9.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.10 Event Log for Define Business Days

The Event Log for Define Business Days dialog lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Define Business Days dialog. The event log will list only the most recent actions. The Event Log for Define Business Days dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Define Business Days dialog described in this document
- Selection of the OK Button on the Define Business Days dialog described in this document
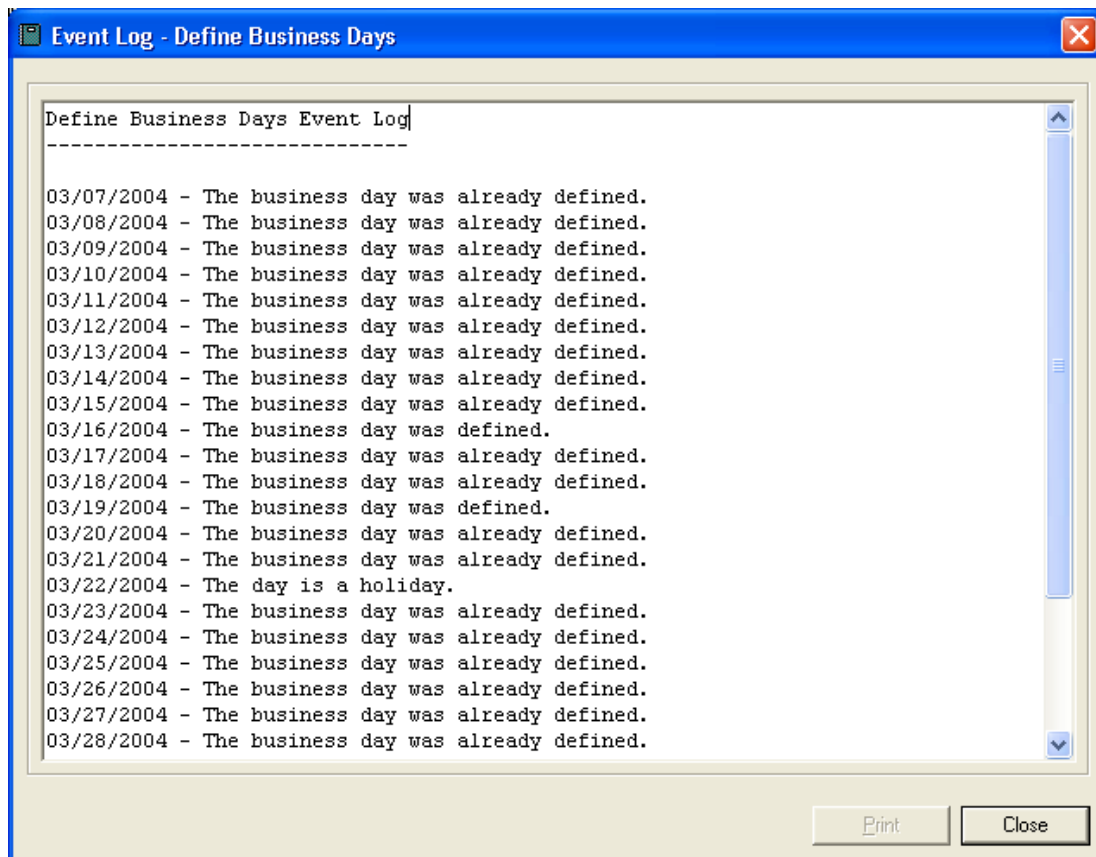

Figure 11 - Event Log for Define Business Days Dialog

2.10.1 Controls

This section describes the behavior of the controls on the Event Log for Define Business Days dialog.

2.10.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in defining business days for the clinic. The text box will be enabled when the Event Log for Define Business Days dialog is active. It will be filled with the event log generated while defining business days for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.10.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Define Business Days dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.10.1.3 Close Button

This control allows the user to exit the Event Log for Define Business Days dialog. The Close Button will be enabled when the Event Log for Define Business Days dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.10.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Define Business Days dialog.

2.10.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Define Business Days".

The Event Log text box will be filled with the event generated while defining business days.

2.10.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default printer.

2.10.2.3 Close

Upon selection of the Close Button, if the Event Log for Define Business Days was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Define Business Days dialog.
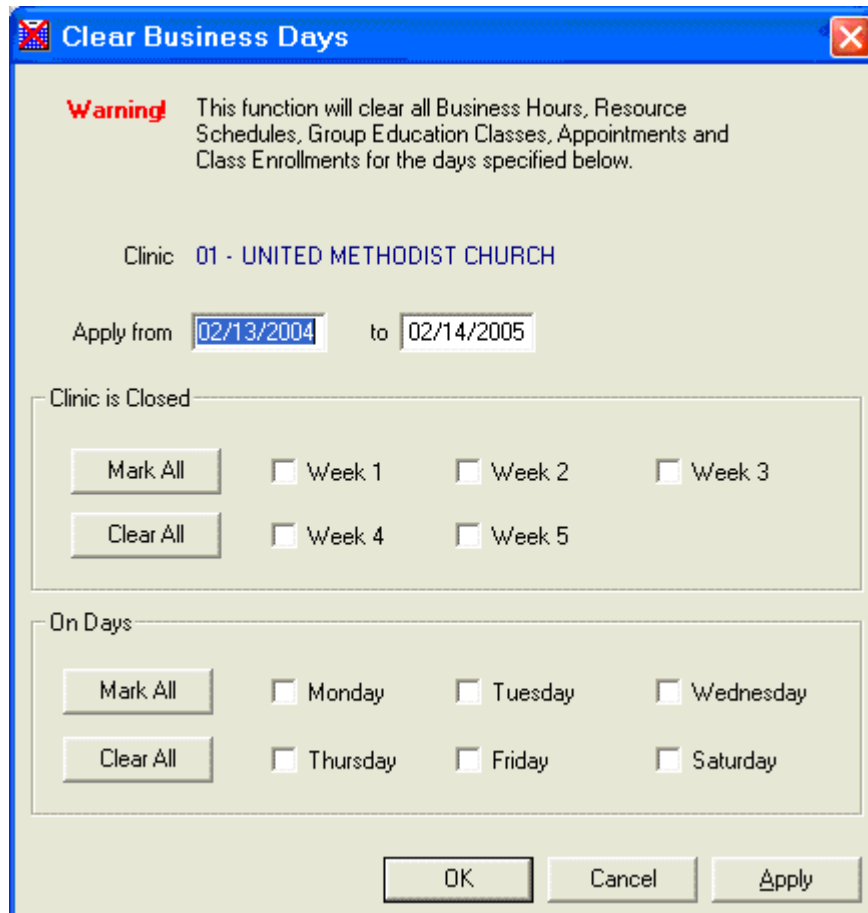
If the Event Log for Define Business Days was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.11 Clear Business Days

The Clear Business Days dialog allows the user to Clear business days. When the business days to Clear have been selected, the system will Clear all the days, business hours, resource schedules, group education classes, and any appointments or enrollments associated to them that have been defined for the clinic on those business days. The Clear Business Days dialog is invoked in response to the following user actions:

- Selection of the Clear Business Days menu item from the Calendar menu described in this document
- Selection of the Clear Business Days toolbar button from the Calendar toolbar described in this document

Figure 12 - Clear Business Days Dialog

2.11.1 Controls

This section describes the behavior of the controls on the Clear Business Days dialog.

2.11.1.1 Clinic Text and Value Label

This control allows the user to view the selected clinic for which they are clearing business days. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the window.

2.11.1.2 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the removal of business days. The masked edit box will be enabled when the Clear Business Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.11.1.3 Apply to Date Masked Edit Box (to)

This edit box allows the user to enter the date through which to apply the removal of business days. The masked edit box will be enabled when the Define Business Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.11.1.4 Mark All Button (Clinic is Closed)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Clear Business Days dialog is active.

2.11.1.5 Clear All Button (Clinic is Closed)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Clear Business Days dialog is active.

2.11.1.6 Week 1 Check Box

This control allows the user to indicate whether the days this clinic is closed apply to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.7 Week 2 Check Box

This control allows the user to indicate whether the days this clinic is closed apply to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.8 Week 3 Check Box

This control allows the user to indicate whether the days this clinic is closed apply to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.9 Week 4 Check Box

This control allows the user to indicate whether the days this clinic is closed apply to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.10 Week 5 Check Box

This control allows the user to indicate whether the days this clinic is closed apply to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.11 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group.

The Mark All Button will be enabled when the Clear Business Days dialog is active.

2.11.1.12 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Clear Business Days dialog is active.

2.11.1.13 Monday Check Box

This control allows the user to indicate whether the clinic is closed on Mondays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the clinic is closed on the first Monday of each month, which falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.14 Tuesday Check Box

This control allows the user to indicate whether the clinic is closed on Tuesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the clinic is closed on the first Tuesday of each month that falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.15 Wednesday Check Box

This control allows the user to indicate whether the clinic is closed on Wednesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the clinic is closed on the first Wednesday of each month that falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.16 Thursday Check Box

This control allows the user to indicate whether the clinic is closed on Thursdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the clinic is closed on the first Thursday of each month that falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.17 Friday Check Box

This control allows the user to indicate whether the clinic is closed on Fridays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the clinic is closed on the first Friday of each month that falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.18 Saturday Check Box

This control allows the user to indicate whether the clinic is closed on Saturdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the clinic is closed on the first Saturday of each month that falls within the specified date range. The check box will be enabled when the Clear Business Days dialog is active. It will initially be cleared.

2.11.1.19 Apply Button

This control allows the user to Clear and save the selected business days without exiting the Clear Business Days dialog. The Apply Button will be enabled when the Clear Business Days dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.11.1.20 OK Button

This control allows the user to Clear the selected business days and exit the Clear Business Days dialog. Previously Cleared business days applied using the Apply Button has already been removed from the database. The OK Button will be enabled when the Clear Business Days dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.11.1.21 Cancel Button

This control allows the user to exit the Clear Business Days dialog without saving any of the current business day removal information. Removals previously applied using the Apply Button have already been removed from the database and are not affected. The Cancel Button will be enabled when the Clear Business Days dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.11.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Clear Business Days dialog.

2.11.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Clear Business Days".

The informative message will be displayed as read only text "Warning! This function will clear all Business Hours, Resource Schedules, Group Education Classes and any Appointment or Class Enrollments associated for the days specified below."

The Clinic Text and Value Label will display the code and name of the clinic.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

2.11.2.2 Edits

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid".

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

2.11.2.3 Saving the Data

Upon successful completion of the above listed edits the system will remove all classes scheduled in the ClassEnrollment and ClassSchedule tables for the agency and clinic for all applicable dates selected. The system will then delete all appointments and scheduled resource, from the Appointment and ResourceSchedule tables, using the same criteria. Next the system will delete all records from the BusinessHours table following the same criteria. Finally the system will delete all the BusinessDay records for the specified criteria. The system will then display the Event Log for Clear Business Days dialog as described in this document.

2.11.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog

2.12 Event Log for Clear Business Days

The Event Log for Clear Business Days dialog lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Clear Business Days dialog. The event log will list only the most recent actions. The Event Log for Clear Business Days dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Clear Business Days dialog described in this document
- Selection of the OK Button on the Clear Business Days dialog described in this document
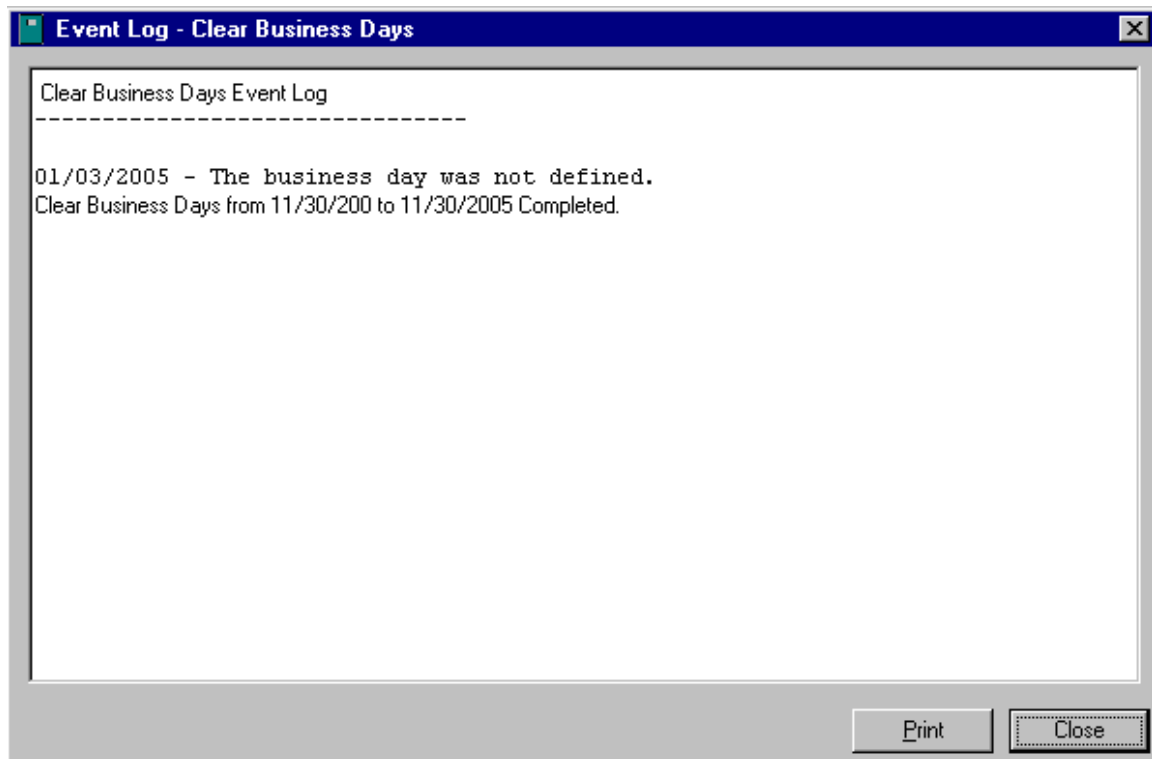
Figure 13 - Event Log for Clear Business Days Dialog

2.12.1 Controls

This section describes the behavior of the controls on the Event Log for Clear Business Days dialog.

2.12.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in defining business days for the clinic. The text box will be enabled when the Event Log for Clear Business Days dialog is active. It will be filled with the event log generated while clearing business days for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.12.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Clear Business Days dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.12.1.3 Close Button

This control allows the user to exit the Event Log for Clear Business Days dialog. The Close Button will be enabled when the Event Log for Clear Business Days dialog is active. Characteristics for the Close button are Cleared in *Consistencies.*

2.12.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Clear Business Days dialog.

2.12.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Clear Business Days".

The Event Log text box will be filled with the event generated while clearing business days.

2.12.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.12.2.3 Close

Upon selection of the Close Button, if the Event Log for Clear Business Days was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Clear Business Days dialog.

If the Event Log for Clear Business Days was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.13 Define Business Hours

The Define Business Hours dialog allows the user to define the hours of operation for the clinic. Appointments can only be scheduled during the established business hours for the clinic. The Define Business Hours dialog is invoked in response to the following user actions:

- Selection of the Define Business Hours menu item from the Calendar menu described in this document
- Selection of the Define Business Hours toolbar button from the Calendar toolbar described in this document

Figure 14 - Define Business Hours Dialog

2.13.1 Controls

This section describes the behavior of the controls on the Define Business Hours dialog.

2.13.1.1 Clinic Text and Value Label

This control allows the user to view the selected clinic for which they are defining business hours. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the window.

2.13.1.2 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of business hours. The masked edit box will be enabled when the Define Business Hours dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.13.1.3 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of business hours. The masked edit box will be enabled when the Define Business Hours dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.13.1.4 Clinic is Open from Masked Edit Box (from)

This control allows the user to enter the time that the clinic opens for the days indicated. The masked edit box will be enabled when the Define Business Hours dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". It will initially be blank.

2.13.1.5 Clinic is Open to Masked Edit Box (to)

This control allows the user to enter the time that the clinic closes for the days indicated. The masked edit box will be enabled when the Define Business Hours dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". It will initially be blank.

2.13.1.6 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Define Business Hours dialog is active.

2.13.1.7 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Define Business Hours dialog is active.

2.13.1.8 Week 1 Check Box

This control allows the user to indicate whether the business hours defined for this clinic apply to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.9 Week 2 Check Box

This control allows the user to indicate whether the business hours defined for this clinic apply to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.10 Week 3 Check Box

This control allows the user to indicate whether the business hours defined for this clinic apply to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.11 Week 4 Check Box

This control allows the user to indicate whether the business hours defined for this clinic apply to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.12 Week 5 Check Box

This control allows the user to indicate whether the business hours defined for this clinic apply to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.13 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Define Business Hours dialog is active.

2.13.1.14 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Define Business Hours dialog is active.

2.13.1.15 Monday Check Box

This control allows the user to indicate whether to define business hours on Mondays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the first Monday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.16 Tuesday Check Box

This control allows the user to indicate whether to define business hours on Tuesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the first Tuesday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.17 Wednesday Check Box

This control allows the user to indicate whether to define business hours on Wednesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the first Wednesday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.18 Thursday Check Box

This control allows the user to indicate whether to define business hours on Thursdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the first Thursday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.19 Friday Check Box

This control allows the user to indicate whether to define business hours on Fridays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the first Friday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.20 Saturday Check Box

This control allows the user to indicate whether to define business hours on Saturdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the first Saturday of each month that falls within the specified date range will have business hours defined. The check box will be enabled when the Define Business Hours dialog is active. It will initially be cleared.

2.13.1.21 Overwrite Existing Business Hours Check Box

This control allows the user to indicate that any business hours already defined for a day that is included in the selected days should be first deleted before the new business hour range is applied. The check box will be enabled when the Define Business Hours dialog is active. It will be initially cleared.

2.13.1.22 Apply Button

This Button allows the user to apply and save the current business hours definition without exiting the Define Business Hours dialog. The Apply Button will be enabled when the Define Business Hours dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.13.1.23 OK Button

This control allows the user to save the current changes made to the business hours and exit the Define Business Hours dialog. Previous business hour definitions saved using the Apply Button have already been stored in the database. The OK Button will be enabled when the Define Business Hours dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.13.1.24 Cancel Button

This control allows the user to exit the Define Business Hours dialog without saving any of the current business hour definitions. Previous business hour definitions saved using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Define Business Hours dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.13.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Business Hours dialog.

2.13.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Define Business Hours".

The Clinic Text and Value Label will display the code and name of the clinic.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic Hours from control will be initially blank.

The Clinic Hours to control will be initially blank.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

The Overwrite Existing Business Hours check box is initially blank.

2.13.2.2 Edits

Upon selection of the OK or the Apply button, if no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid".

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid".

If the date entered in the Apply to Date control is greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

If no entry is made in the Clinic Hours from control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid time is entered in the Clinic Hours from control, the system will invoke a standard error message with the text "The starting time is invalid."

If no entry is made in the Clinic Hours to control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid time is entered in the Clinic Hours to control, the system will invoke a standard error message with the text "The ending time is invalid".

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

If the modified business hours cause currently defined resource schedules or group education classes to fall outside of business hours, the system will invoke the Event Log – Define Business Hours dialog as defined in this document with the text "The hours entered conflict with currently defined resource schedules and/or group education classes. Changes can not be made to the established business hours that cause resource schedules or group education classes to fall outside of the business hours."

2.13.2.3 Saving the Data

Upon successful completion of the above listed edits the system inserts BusinessHour records for each of the specified days. The system will invoke the Event Log for Define Business Hours dialog as described in this document.

2.13.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.13.2.5 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule**
Clinic	BusinessHour	ServiceSiteID	
From	BusinessHour	StartTime	
To	BusinessHour	EndTime	

2.14 Event Log for Define Business Hours

The Event Log for Define Business Hours dialog lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Define Business Hours dialog. The event log will list only the most recent actions. The Event Log for Define Business Hours dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Define Business Hours dialog described in this document
- Selection of the OK Button on the Define Business Hours dialog described in this document
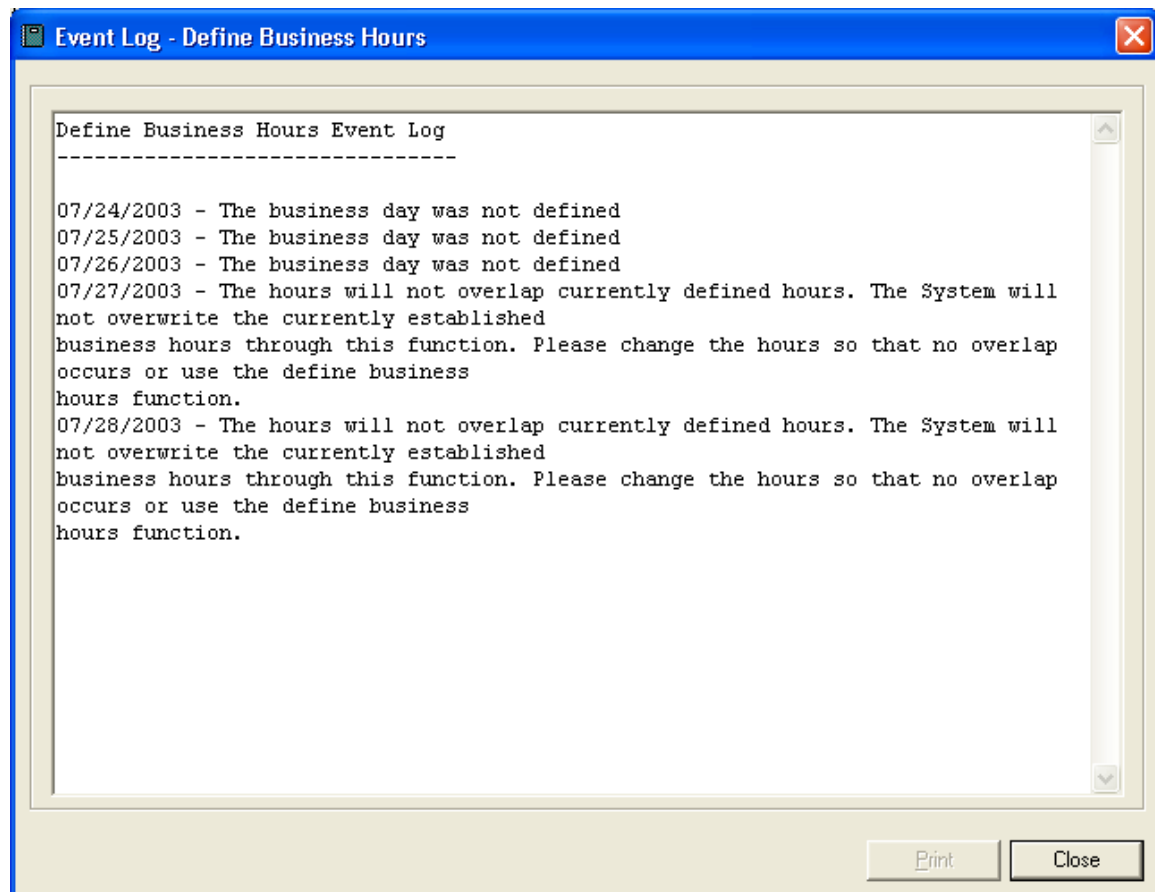
Figure 15 - Event Log for Define Business Hours Dialog

2.14.1 Controls

This section describes the behavior of the controls on the Event Log for Define Business Hours dialog.

2.14.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in defining business hours for the clinic. The text box will be enabled when the Event Log for Define Business Hours dialog is active. It will be filled with the event log generated while defining business hours for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.14.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Define Business Hours dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.14.1.3 Close Button

This control allows the user to exit the Event Log for Define Business Hours dialog. The Close Button will be enabled when the Event Log for Define Business Hours dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.14.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Define Business Hours dialog.

2.14.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Define Business Hours".

The Event Log text box will be filled with the event generated while defining business hours.

2.14.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.14.2.3 Close

Upon selection of the Close Button, if the Event Log for Define Business Hours was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Define Business Hours dialog.

If the Event Log for Define Business Hours was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.15 Define Group Education Classes

The Define Group Education Classes dialog allows the user to define the scheduled group education classes for the clinic. Business days, business hours, and appointment availability columns must be defined before the group education classes can be defined. The Define Group Education Classes dialog is invoked in response to the following user actions:

- Selection of the Define Group Education Classes menu item from the Calendar menu described in this document
- Selection of the Define Group Education Classes toolbar button from the Calendar toolbar described in this document

Figure 16 - Define Group Education Classes Dialog

2.15.1 Controls

This section describes the behavior of the controls on the Define Group Education Classes dialog.

2.15.1.1 Clinic Text and Value Label

This control allows the user to view the selected clinic for which they are defining group education classes. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.15.1.2 Previously Scheduled Classes for Selected Resource Display Grid

This control allows the user to view the group education classes scheduled at the clinic since the Define Group Education Classes dialog was invoked for the selected resource in the Resource Dropdown. The display grid will be enabled when the Define Group Education Classes dialog is active. It will consist of the following columns:

- Class Date
- Time
- Topic
- Seats
- Duration
- Language

The entries in the grid will display in the order by class date. The data on the grid is read-only.

2.15.1.3 Resource Dropdown

This control allows the user to select the resource for which group education classes are to be defined. The dropdown will be enabled when the Define Group Education Classes dialog is active. It will be filled with a list of resources defined for the local agency with defined resource schedules for the clinic. The default selection will be the first item in the dropdown. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document.

2.15.1.4 Time Masked Edit Box

This control allows the user to enter the time at which the group education class will begin for the days indicated at the clinic. The masked edit box will be enabled when the Define Group Education Classes dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". It will initially be blank.

2.15.1.5 Duration Spin Control

This control allows the user to select the number of minutes that the group education class will last. The spin control will be enabled when the Define Group Education Classes dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 5 minutes. The minimum value for this control is five (5), and the maximum value is one hundred and twenty (120). The value of the spin control will initially be zero (0).

2.15.1.6 Seats Masked Edit Box

This control allows the user to enter the number of seats available for the group education class. The masked edit box will be enabled when the Define Group Education Classes dialog is active. It will only allow the entry of numeric characters. The mask for the box will be "##". It will initially be blank.

2.15.1.7 Topic Dropdown

This control allows the user to select the topic for the group education class. The dropdown will be enabled when the Define Group Education Classes dialog is active. It will be filled with a list of group education class topics from the class type table of the database. It will initially be blank.

2.15.1.8 Language Dropdown

This control allows the user to select the language in which the group education class will be taught.

The dropdown will be enabled when the Define Group Education Classes dialog is active. It will be filled with a list of languages from the reference dictionary table of the lookup database. It will default to the selection of English.

2.15.1.9 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Define Group Education Classes dialog is active.

2.15.1.10 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Define Group Education Classes dialog is active.

2.15.1.11 Week 1 Check Box

This control allows the user to indicate whether the group education classes defined for this clinic apply to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.12 Week 2 Check Box

This control allows the user to indicate whether the group education classes defined for this clinic apply to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.13 Week 3 Check Box

This control allows the user to indicate whether the group education classes defined for this clinic apply to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.14 Week 4 Check Box

This control allows the user to indicate whether the group education classes defined for this clinic apply to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.15 Week 5 Check Box

This control allows the user to indicate whether the group education classes defined for this clinic apply to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.16 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Define Group Education Classes dialog is active.

2.15.1.17 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Define Group Education Classes dialog is active.

2.15.1.18 Monday Check Box

This control allows the user to indicate whether to define group education classes on Mondays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then group education classes will be defined for the first Monday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.19 Tuesday Check Box

This control allows the user to indicate whether to define group education classes on Tuesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then group education classes will be defined for the first Tuesday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.20 Wednesday Check Box

This control allows the user to indicate whether to define group education classes on Wednesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then group education classes will be defined for the first Wednesday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.21 Thursday Check Box

This control allows the user to indicate whether to define group education classes on Thursdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then group education classes will be defined for the first Thursday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.22 Friday Check Box

This control allows the user to indicate whether to define group education classes on Fridays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then group education classes will be defined for the first Friday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.23 Saturday Check Box

This control allows the user to indicate whether to define group education classes on Saturdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then group education classes will be defined for the first Saturday of each month that falls within the date range will be updated. The check box will be enabled when the Define Group Education Classes dialog is active. It will initially be cleared.

2.15.1.24 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of group education classes. The masked edit box will be enabled when the Define Group Education Classes dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.15.1.25 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of group education classes. The masked edit box will be enabled when the Define Group Education Classes dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.15.1.26 Apply Button

This control allows the user to apply and save the current group education class definitions without exiting the Define Group Education Classes dialog. The Apply Button will be enabled when the Define Group Education Classes dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.15.1.27 OK Button

This control allows the user to save the current changes made to the group education class definition and exit the Define Group Education Classes dialog. Previous group education class definitions saved using the Apply Button have already been stored in the database. The OK Button will be enabled when the Define Group Education Classes dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.15.1.28 Cancel Button

This control allows the user to exit the Define Group Education Classes dialog without saving any of the current group education class definitions. Previous group education class definitions saved using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Define Group Education Classes dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.15.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Group Education Classes dialog.

2.15.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Define Group Education Classes"

The Clinic Text and Value Label will display the code and name of the clinic.

The Previously Scheduled Classes for the selected resource will list the schedule for the selected resource.

The Resource control will display the first resource in the list.

The Time control is initially blank.

The Duration control initially defaults to "0".

The Seats control is initially blank

The Topic control is initially blank.

The Language control is set to the default to English.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

The Apply from Date will initially default to today's date.

The Apply to Date will initially default to one year from the current system date.

2.15.2.2 Edits

If no entry is made in the Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid time is entered in the Time control, the system will invoke a standard error message with the text "The time is invalid."

If no entry is made in the Duration control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no entry is made in the Seats control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

The Seats control must contain a non-zero value. If zero is entered, the system will invoke a standard message with the text "The entry for Seats must be between 1 and 99."

If no entry is made in the Topic control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid".

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

2.15.2.3 Saving the Data

Upon successful completion of the above listed edits the system will save the data and invoke the Event Log for Define Group Education Classes dialog.

2.15.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.15.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Resource	ClassSchedule	ResourceID	
Time	ClassSchedule	ClassTime	
Duration	ClassSchedule	Duration	
Seats	ClassSchedule	SeatsAvailable	
Topic	ClassSchedule	ClassTypeID	
Language	ClassSchedule	Language	

2.16 Event Log for Define Group Education Classes

The Event Log for Define Group Education Classes dialog lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Define Group Education Classes dialog. The event log will list only the most recent actions. The Event Log for Define Group Education Classes dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Define Group Education Classes dialog described in this document
- Selection of the OK Button on the Define Group Education Classes dialog described in this document
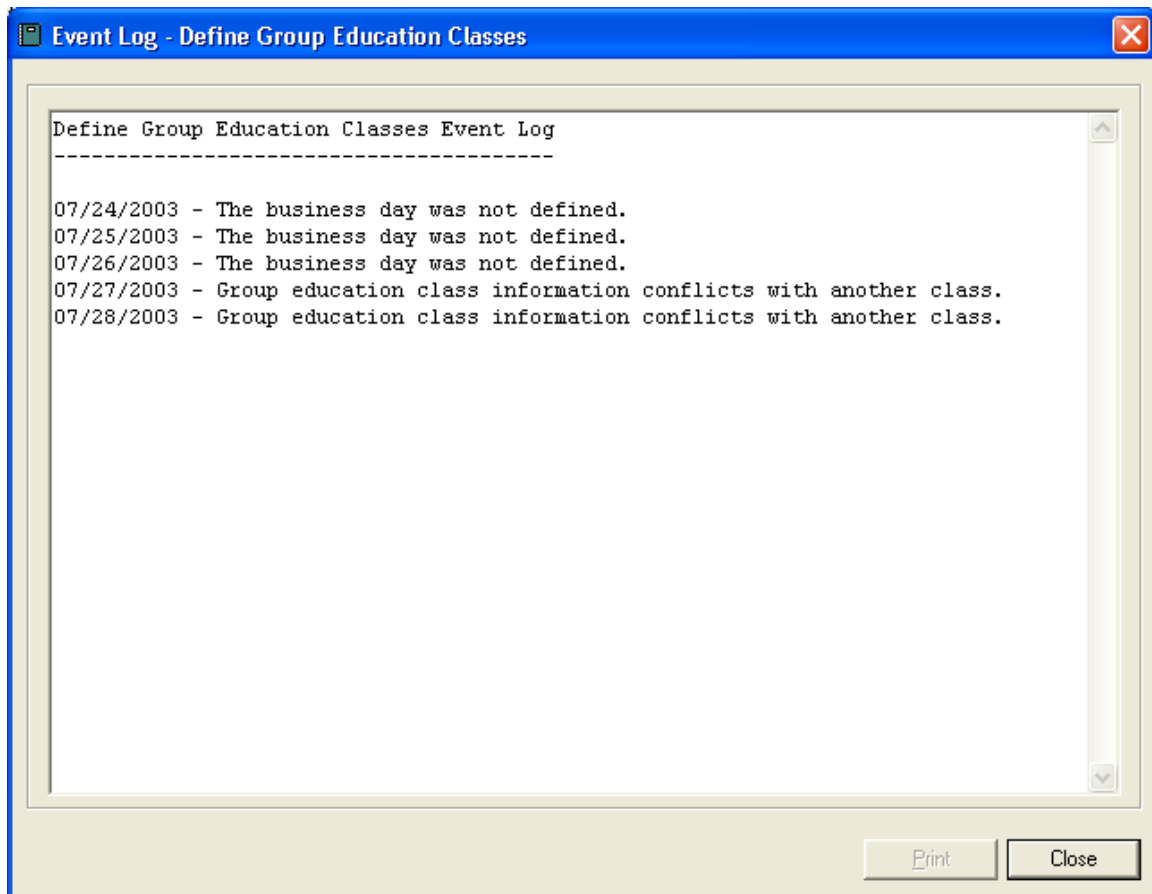
Figure 17 - Event Log for Define Group Education Classes Dialog

2.16.1 Controls

This section describes the behavior of the controls on the Event Log for Define Group Education Classes dialog.

2.16.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in defining group education classes for the clinic. The text box will be enabled when the Event Log for Define Group Education Classes dialog is active. It will be filled with the event log generated while defining group education classes for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.16.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Define Group Education Classes dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.16.1.3 Close Button

This control allows the user to exit the Event Log for Define Group Education Classes dialog. The Close Button will be enabled when the Event Log for Define Group Education Classes dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.16.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Define Group Education Classes dialog.

2.16.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Define Group Education Classes".

The Event Log text box will be filled with the event generated while defining group education classes.

2.16.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.16.2.3 Close

Upon selection of the Close Button, if the Event Log for Define Group
Education Classes was invoked by selecting the Apply button, the system
will dismiss the dialog and return to the Define Group Education Classes
dialog.

If the Event Log for Define Group Education Classes was invoked by
selecting the OK button, the system will dismiss the dialog and return to
Build Clinic Calendar dialog.

2.17 Clear Group Education Class Schedules

The Clear Group Class Schedules dialog allows the user to Clear the Group Education Class Schedules. The Group Education Class Schedules will only be cleared if there are enrollments for the select group class for that time period. The Clear Group Education Classes dialog is invoked in response to the following user actions:

- Selection of the Clear Group Education Classes menu item from the Calendar menu described in this document.
- Selection of the Clear Group Education Classes toolbar button from the Calendar toolbar described in this document.

Figure 18 – Clear Group Education Classes Dialog

2.17.1.1 Resource Dropdown

This control allows the user to select the local agency resources with previously scheduled resource schedules in that clinic. The dropdown will be enabled when the Clear Group Education Class Schedules dialog is active. It will be filled with a list of resources defined for the local agency with defined group education class schedules for the clinic. The default selection will be the first item in the dropdown. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document.

2.17.1.2 Topic Dropdown

This control allows the user to select the topic for the group education classes to be cleared. The dropdown will be enabled when the Clear Group Education Classes dialog is active. It will be filled with a list of group education class topics from the class type table of the database. The initial selection will be blank.

2.17.1.3 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Clear Group Education Class Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.17.1.4 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Clear Group Education Class Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.17.1.5 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Clear Group Education Class Schedules dialog is active.

2.17.1.6 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Clear Education Group Class Schedules dialog is active.

2.17.1.7 Week 1 Check Box

This control allows the user to indicate whether the selected group education classes will be Cleared for this clinic applies to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Clear Education Group Class Schedules dialog is active. It will initially be cleared.

2.17.1.8 Week 2 Check Box

This control allows the user to indicate whether the selected group education classes will be Cleared for this clinic applies to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Clear Education Group Class Schedules dialog is active. It will initially be cleared.

2.17.1.9 Week 3 Check Box

This control allows the user to indicate whether the selected group education classes will be Cleared for this clinic applies to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Clear Education Group Class Schedules dialog is active. It will initially be cleared.

2.17.1.10 Week 4 Check Box

This control allows the user to indicate whether the selected group education classes will be Cleared for this clinic applies to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Clear Education Group Class Schedules dialog is active. It will initially be cleared.

2.17.1.11 Week 5 Check Box

This control allows the user to indicate whether the selected group education classes will be Cleared for this clinic applies to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Clear Education Group Class Schedules dialog is active. It will initially be cleared.

2.17.1.12 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Clear Group Education Class Schedules dialog is active.

2.17.1.13 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Clear Group Education Class Schedules dialog is active.

2.17.1.14 Monday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Monday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the group education class schedule for the first Monday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.15 Tuesday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Tuesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the group education class schedule for the first Tuesday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.16 Wednesday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Wednesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the group education class schedule for the first Wednesday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.17 Thursday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Thursday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the group education class schedule for the first Thursday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.18 Friday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Friday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the group education class schedule for the first Friday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.19 Saturday Check Box

This control allows the user to indicate whether to Cleared the group education class schedule for the Saturday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the group education class schedule for the first Saturday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Group Education Class Schedules dialog is active. It will initially be cleared.

2.17.1.20 Apply Button

This control allows the user to apply and save the Cleared group education class schedule definition to the selected business days without exiting the Clear Group Education Class Schedules dialog. The Apply Button will be enabled when the Clear Group Education Class Schedules dialog is active. It has a mnemonic of "A" and is the default Button for the window.

2.17.1.21 OK Button

This control allows the user to apply the Cleared group education class schedule definition to the selected business days and exit the Clear Group Class Schedules dialog. Previous Cleared group education class schedule definitions applied using the Apply Button have already been stored in the database. The OK Button will be enabled when the Clear Group Education Class Schedules dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.17.1.22 Cancel Button

This control allows the user to exit the Clear Group Education Class Schedules dialog without saving any of the current business day selection. Cleared group education class schedule definitions previously applied using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Clear Group Education Class Schedules dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.17.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Clear Group Education Class Schedules dialog.

2.17.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Clear Group Education Classes

The Clinic Text and Value Label will display the code and name of the clinic.

The Resource control will defaults to the first resource in the list.

The Topic control is initially blank.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

2.17.2.2 Edits

Upon selection of the OK or Apply buttons, if no entry is made in the Resource control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no entry is made in the Topic control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

There must not be any class enrollments scheduled for the Group Education Class Schedule. If class enrollmes are scheduled for the selected criteria, the system will display a standard error message with the text, "All class enrollees must be removed before the class schedule can be deleted."

2.17.2.3 Saving the Data

Upon successful completion of the above listed edits the system will delete all records from the ClassEnrollment and ClassSchedule tables for the selected criteria and invoke the Event Log for Clear Group Education Classes dialog described in this document

2.17.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.18 Event Log for Clear Group Education Class Schedules

The Event Log for Clear Group Education Class Schedules lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Clear Group Education Class Schedules dialog. The event log will list only the most recent actions. The Event Log for Clear Group Education Class Schedules dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Clear Group Education Class Schedules dialog described in this document
- Selection of the OK Button on the Clear Group Education Class Schedules dialog described in this document
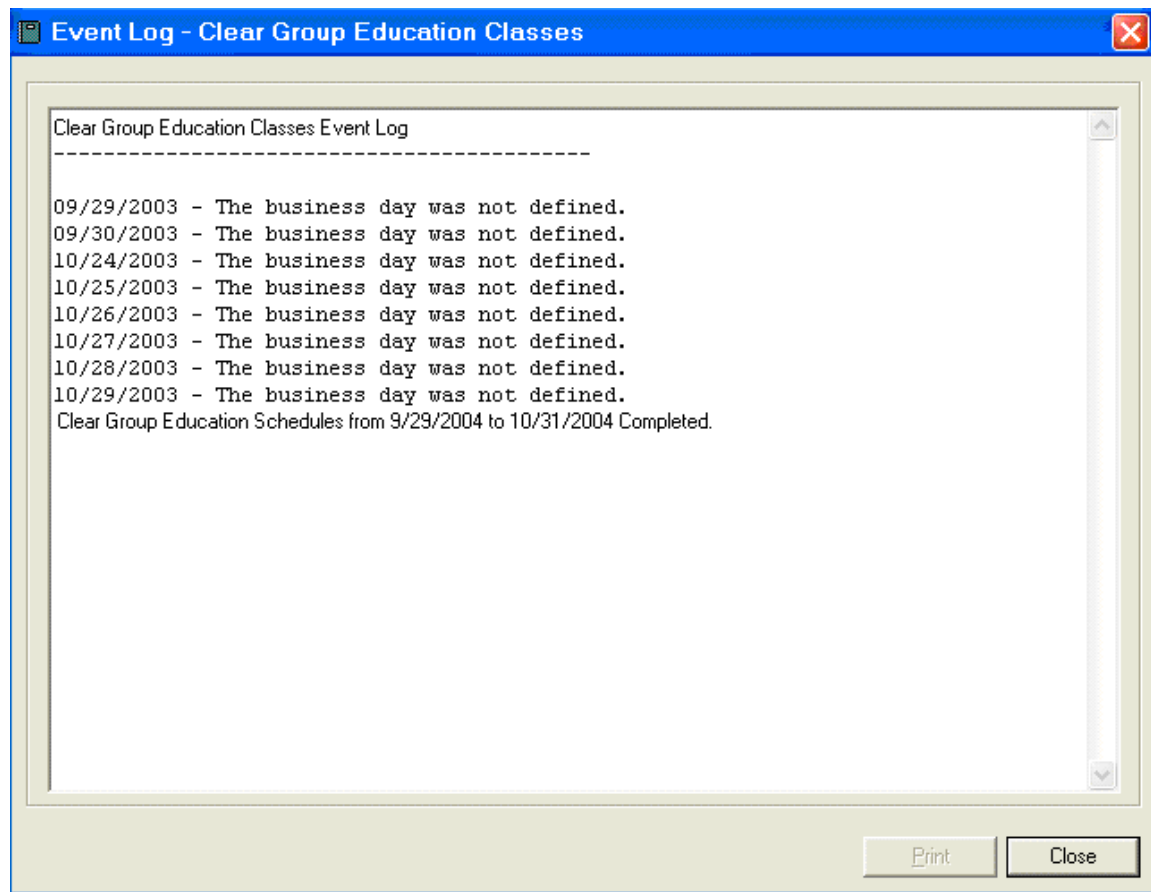
Figure 19 - Event Log for Clear Group Education Class Schedules Dialog

2.18.1 Controls

This section describes the behavior of the controls on the Event Log for Clear Group Education Class Schedules dialog.

2.18.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in clearing group education class schedule for the clinic. The text box will be enabled when the Event Log for Clear Group Education Class Schedules dialog is active. It will be filled with the event log generated while clearing group education class schedule for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.18.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Clear Group Education Class Schedules dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.18.1.3 Close Button

This control allows the user to exit the Event Log for Clear Group Education Class Schedules dialog. The Close Button will be enabled when the Event Log for Clear Group Education Class Schedules dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.18.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Clear Group Education Class Schedules dialog.

2.18.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Clear Group Education Class Schedules".

The Event Log text box will be filled with the event generated while clearing group eduction class schedules.

2.18.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.18.2.3 Close

Upon selection of the Close Button, if the Event Log for Clear Group Education Classes was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Clear Group Education Classes dialog.

If the Event Log for Clear Group Education Classes was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.19 Define Resource Schedules

The Define Resource Schedules dialog allows the user to define the resource schedules for the clinic. Business days and business hours must be defined before the resource schedules can be defined. The Define Resource Schedules dialog is invoked in response to the following user actions:

- Selection of the Define Resource Schedules menu item from the Calendar menu described in this document
- Selection of the Define Resource Schedules toolbar button from the Calendar toolbar described in this document

Figure 20 - Define Resource Schedules Dialog

2.19.1 Controls

This section describes the behavior of the controls on the Define Resource Schedules dialog.

2.19.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are defining resource schedules. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.19.1.2 Previously Defined Resource Schedules Display Grid

This control allows the user to view the resource schedules defined for the selected resources available for the clinic since the Define Resource Schedules dialog was invoked. It does contain a list of previously defined resource schedules. The display grid will be enabled when the Define Resource Schedules dialog is active. It will consist of the following columns:

- Resource
- Availability Date
- Start Time
- End Time

The entries in the grid will display in the order by availability date. The data on the grid is read-only.

2.19.1.3 Resource List Box

This control allows the user to select the resources for which resource schedules are to be defined. The list box will be enabled when the Define Resource Schedules dialog is active. It will be filled with a list of resources defined for the local agency. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document. This is a multi-select list.

2.19.1.4 Start Time Masked Edit Box

This control allows the user to enter the time at which the resource schedule will begin for the days indicated at the clinic. The masked edit box will be enabled when the Define Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". It will initially be blank.

2.19.1.5 End Time Masked Edit Box

This control allows the user to enter the time at which the resource schedule will end for the days indicated at the clinic. The masked edit box will be enabled when the Define Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". It will initially be blank.

2.19.1.6 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Define Resource Schedules dialog is active.

2.19.1.7 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Define Resource Schedules dialog is active.

2.19.1.8 Week 1 Check Box

This control allows the user to indicate whether the resource schedule defined for this clinic applies to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.9 Week 2 Check Box

This control allows the user to indicate whether the resource schedule defined for this clinic applies to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.10 Week 3 Check Box

This control allows the user to indicate whether the resource schedule defined for this clinic applies to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.11 Week 4 Check Box

This control allows the user to indicate whether the resource schedule defined for this clinic applies to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.12 Week 5 Check Box

This control allows the user to indicate whether the resource schedule defined for this clinic applies to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.13 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Define Resource Schedules dialog is active.

2.19.1.14 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Define Resource Schedules dialog is active.

2.19.1.15 Monday Check Box

This control allows the user to indicate whether to define appointment resource schedule on Mondays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then resource schedule will be defined for the first Monday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.16 Tuesday Check Box

This control allows the user to indicate whether to define resource schedule on Tuesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then resource schedule will be defined for the first Tuesday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.17 Wednesday Check Box

This control allows the user to indicate whether to define resource schedule on Wednesdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then resource schedule will be defined for the first Wednesday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.18 Thursday Check Box

This control allows the user to indicate whether to define resource schedule on Thursdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then resource schedule will be defined for the first Thursday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.19 Friday Check Box

This control allows the user to indicate whether to define resource schedule on Fridays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then resource schedule will be defined for the first Friday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.20 Saturday Check Box

This control allows the user to indicate whether to define resource schedule on Saturdays for the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then resource schedule will be defined for the first Saturday of each month that falls within the date range will be updated. The check box will be enabled when the Define Resource Schedules dialog is active. It will initially be cleared.

2.19.1.21 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of resource schedule. The masked edit box will be enabled when the Define Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.19.1.22 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of resource schedule. The masked edit box will be enabled when the Define Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.19.1.23 Apply Button

This control allows the user to apply and save the current resource schedule definitions without exiting the Define Resource Schedules dialog. The Apply Button will be enabled when the Resource Schedules dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.19.1.24 OK Button

This control allows the user to save the current changes made to the resource schedule definition and exit the Define Resource Schedules dialog. Previous resource schedule definitions saved using the Apply Button have already been stored in the database. The OK Button will be enabled when the Define Resource Schedules dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.19.1.25 Cancel Button

This control allows the user to exit the Define Resource Schedules dialog without saving any of the current resource schedule definitions. Previous resource schedule definitions saved using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Define Resource Schedules dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.19.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Resource Schedules dialog.

2.19.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Define Resource Schedules"

The Clinic Text and Value Label will display the code and name of the clinic.

The Previously Defined Resource Schedules for the selected resource will be initially blank.

The Resource control will display all resources defined for the agency.

The Start Time control is initially blank.

The End Time control is initially blank.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

The Apply from Date will initially default to today's date.

The Apply to Date will initially default to one year from the current system date.

2.19.2.2 Edits

If no selection is made in the Resource control, the system will invoke a standard error message with the text "No resources are selected."

If no entry is made in the Start Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid time is entered in the Start Time control, the system will invoke a standard error message with the text "The time is invalid".

If no entry is made in the End Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid time is entered in the End Time control, the system will invoke a standard error message with the text "The time is invalid".

If the Starting Time is greater than the Ending Time, the system will invoke a standard error message with the text "The starting time is greater than the ending time."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid".

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

2.19.2.3 Saving the Data

Upon successful completion of the above listed edits the system will create a ResourceSchedule record for all the selected dates and invoke the Event Log for Define Resource Schedules dialog described in this document.

2.19.2.4 Cancel

Upon selection of the Cancel buton the system will dismiss the dialog and return to the calling window

2.19.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Clinic	ResourceSchedule	ServiceSiteID	
Resource	ResourceSchedule	AppointmentResourceID	
StartTime	ResourceSchedule	StartTime	
End Time	ResourceSchedule	End Time	

2.20 Event Log for Define Resource Schedules

The Event Log for Define Resource Schedules lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Define Resource Schedules dialog. The event log will list only the most recent actions. The Event Log for Define Resource Schedules dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Define Resource Schedules dialog described in this document
- Selection of the OK Button on the Define Resource Schedules dialog described in this document
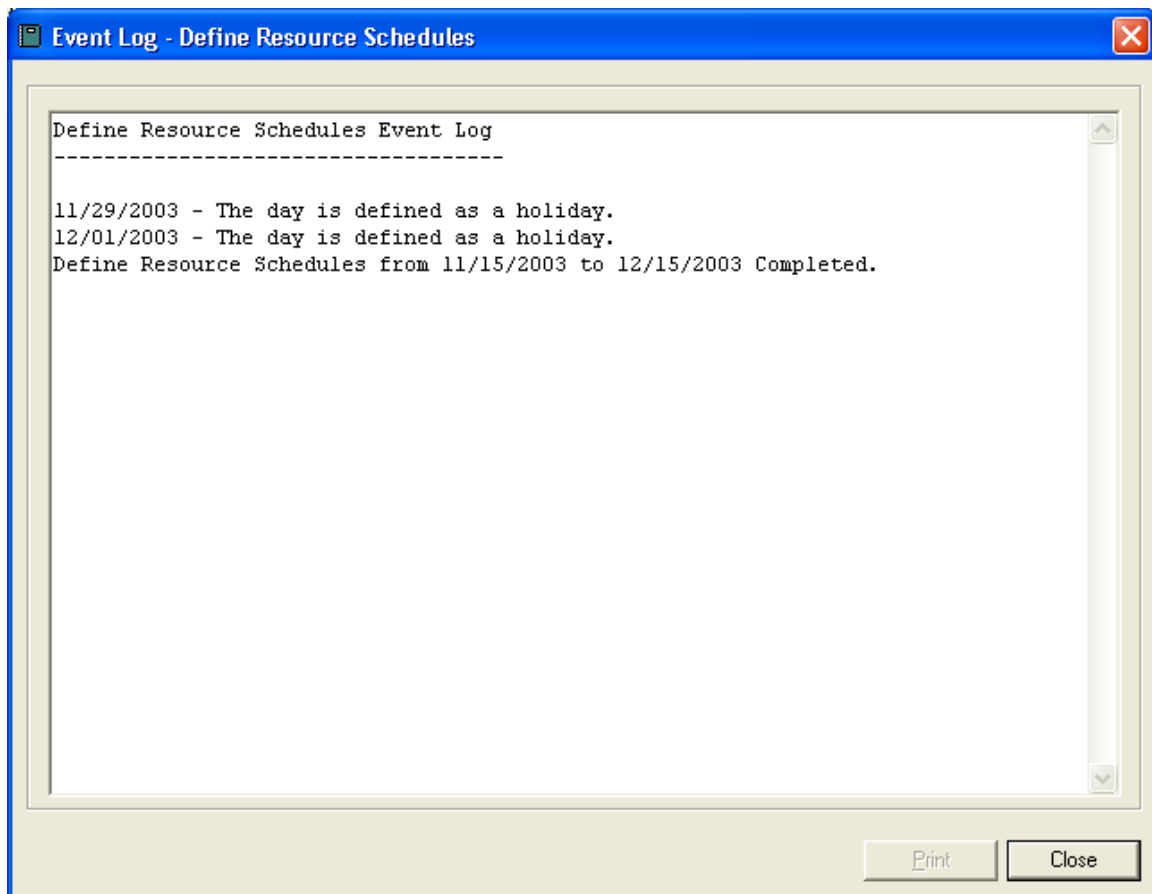
Figure 21 - Event Log for Define Resource Schedules Dialog

2.20.1 Controls

This section describes the behavior of the controls on the Event Log for Define Resource Schedules dialog.

2.20.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in defining resource schedules for the clinic. The text box will be enabled when the Event Log for Define Resource Schedules dialog is active. It will be filled with the event log generated while defining resource schedules for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.20.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Define Resource Schedules dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.20.1.3 Close Button

This control allows the user to exit the Event Log for Define Resource Schedules dialog. The Close Button will be enabled when the Event Log for Define Resource Schedules dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.20.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Define Resource Schedules dialog.

2.20.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Define Resource Schedules".

The Event Log text box will be filled with the event generated while defining resource schedules.

2.20.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.20.2.3 Close

Upon selection of the Close Button, if the Event Log for Define Resource Schedules was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Define Resource Schedules dialog.

If the Event Log for Define Resource Schedules was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.21 Clear Resource Schedules

The Clear Resource Schedules dialog allows the user to Clear the Resource Schedules. The Resource Schedules will only be Cleared if there are no appointments scheduled or group education classes for the select resource for that time period. The Clear Resource Schedules dialog is invoked in response to the following user actions:

- Selection of the Clear Resource Schedules menu item from the Calendar menu described in this document.
- Selection of the Clear Resource Schedules toolbar button from the Calendar toolbar described in this document.

Figure 22 – Clear Resource Schedules Dialog

2.21.1.1 Resource Dropdown

This control allows the user to select the local agency resources with previously scheduled resource schedules in that clinic.

The dropdown will be enabled when the Clear Resource Schedules dialog is active. It will be filled with a list of resources defined for the local agency with defined resource schedules for the clinic. The default selection will be the first item in the dropdown. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document

2.21.1.2 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Clear Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.21.1.3 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Clear Resource Schedules dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.21.1.4 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Clear Resource Schedules dialog is active.

2.21.1.5 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Clear Resource Schedules dialog is active.

2.21.1.6 Week 1 Check Box

This control allows the user to indicate whether the selected resource will be Cleared for this clinic applies to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.7 Week 2 Check Box

This control allows the user to indicate whether the selected resource will be Cleared for this clinic applies to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.8 Week 3 Check Box

This control allows the user to indicate whether the selected resource will be Cleared for this clinic applies to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.9 Week 4 Check Box

This control allows the user to indicate whether the selected resource will be Cleared for this clinic applies to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.10 Week 5 Check Box

This control allows the user to indicate whether the selected resource will be Cleared for this clinic applies to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.11 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Clear Resource Schedules dialog is active.

2.21.1.12 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Clear Resource Schedules dialog is active.

2.21.1.13 Monday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Monday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the resource schedule for the first Monday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.14 Tuesday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Tuesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the resource schedule for the first Tuesday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.15 Wednesday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Wednesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the resource schedule for the first Wednesday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.16 Thursday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Thursday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the resource schedule for the first Thursday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.17 Friday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Friday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the resource schedule for the first Friday of each month that falls within the date range will be updated. The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.18 Saturday Check Box

This control allows the user to indicate whether to Clear the resource schedule for the Saturday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the resource schedule for the first Saturday of each month that falls within the date range will be updated The check box will be enabled when the Clear Resource Schedules dialog is active. It will initially be cleared.

2.21.1.19 Apply Button

This control allows the user to apply and save the Cleared resource schedule definition to the selected business days without exiting the Clear Resource Schedules dialog. The Apply Button will be enabled when the Clear Resource Schedules dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.21.1.20 OK Button

This control allows the user to apply the Cleared resource schedule definition to the selected business days and exit the Clear Resource Schedules dialog. Previous replications applied using the Apply Button have already been stored in the database. The OK Button will be enabled when the Clear Resource Schedules dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.21.1.21 Cancel Button

This control allows the user to exit the Clear Resource Schedules dialog without saving any of the current business day selection. Replications previously applied using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Clear Resource Schedules dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.21.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Clear Resource Schedules dialog.

2.21.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Clear Resource Schedules"

The Clinic Text and Value Label will display the code and name of the clinic.

The Resource control will initially be blank.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

2.21.2.2 Edits

Upon selection of the OK or the Apply button, if no selection is made in the Resource control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid".

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

2.21.2.3 Saving the Data

Upon successful completion of the above listed edits the system will delete the ResourceSchedule records selected and any conflicting Appointment records and invoke the Event Log for Clear Resource Schedules dialog described in this document.

2.21.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.22 Event Log for Clear Resource Schedules

The Event Log for Clear Resource Schedules lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Clear Resource Schedules dialog. The event log will list only the most recent actions. The Event Log for Clear Resource Schedules dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Clear Resource Schedules dialog described in this document
- Selection of the OK Button on the Clear Resource Schedules dialog described in this document
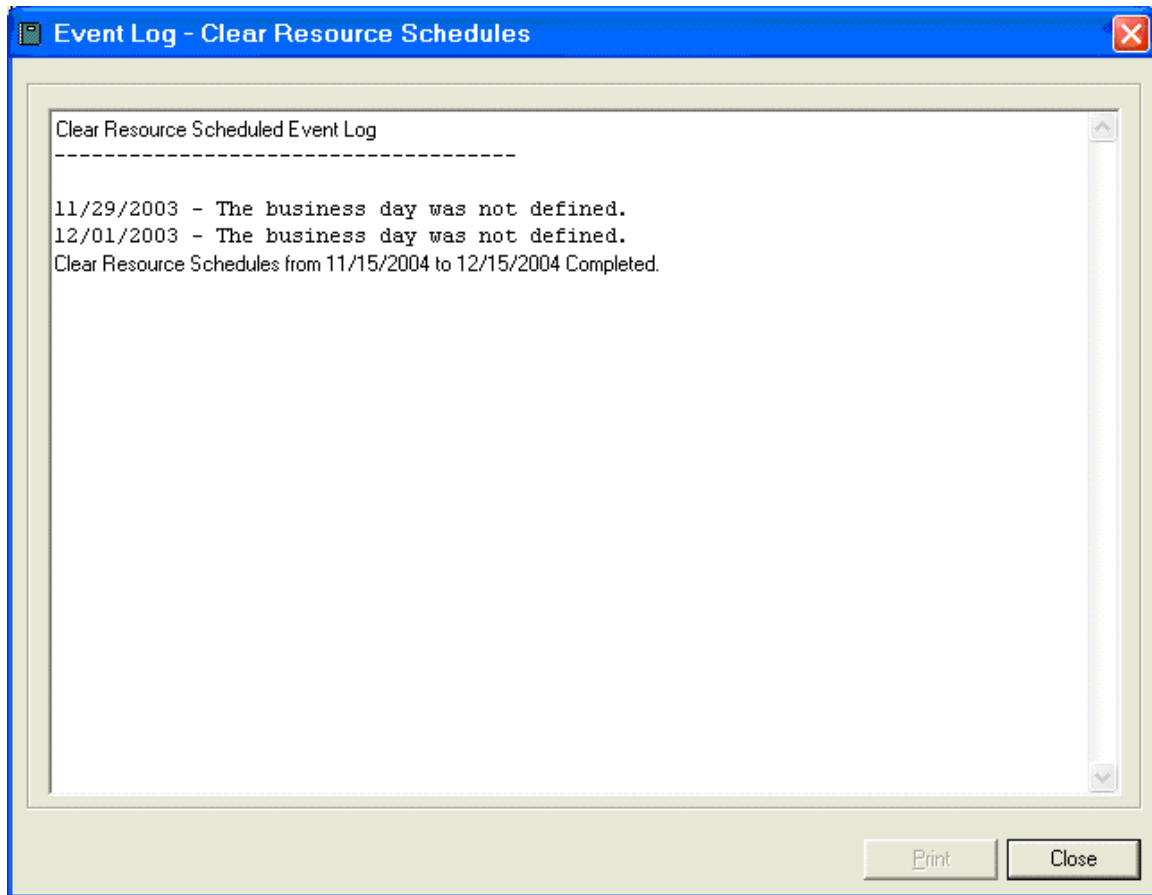
Figure 23 - Event Log for Clear Resource Schedules Dialog

2.22.1 Controls

This section describes the behavior of the controls on the Event Log for Clear Resource Schedules dialog.

2.22.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in clearing resource schedules for the clinic. The text box will be enabled when the Event Log for Clear Resource Schedules dialog is active. It will be filled with the event log generated while clearing resource schedules for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.22.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Clear Resource Schedules dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.22.1.3 Close Button

This control allows the user to exit the Event Log for Clear Resource Schedules dialog. The Close Button will be enabled when the Event Log for Clear Resource Schedules dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.22.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Clear Resource Schedules dialog.

2.22.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Clear Resource Schedules".

The Event Log text box will be filled with the event generated while clearing resource schedules.

2.22.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.22.2.3 Close

Upon selection of the Close Button, if the Event Log for Clear Resource Schedules was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Clear Resource Schedules dialog.

If the Event Log for Clear Resource Schedules was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.23 Adjust Business Hours for Day

The Adjust Business Hours for Day dialog allows the user to adjust the business hours defined on a single day for a clinic. The Adjust Business Hours dialog is invoked in response to the following user actions:

- Selection of the Adjust Business Hours menu item from the Calendar menu described in this document.
- Selection of the Adjust Business Hours menu item when right clicking on the selected day
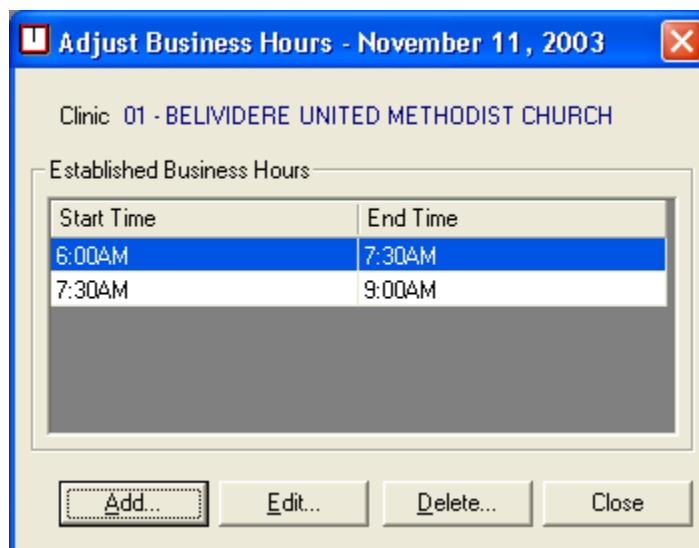
Figure 24 - Adjust Business Hours for Day Window

2.23.1 Controls

This section describes the behavior of the controls on the Adjust Business Hours for Day window.

2.23.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are adjusting business hours. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.23.1.2 Established Business Hours Display Grid

This control allows the user to view the currently established business hours for the clinic on the selected day. The display grid will be enabled when the Adjust Business Hours for Day dialog is active. It will consist of the following columns:

- Start Time
- End Time

The entries in the grid will be sorted in chronological order according to the value of the Start Time column. The data on the grid is read-only. A single selection may be made by the user.

2.23.1.3 Add Button

This control allows the user to add additional business hours for the selected business day. The Add Button will be enabled when the Adjust Business Hours for Day dialog is active. It has a mnemonic of "A".

2.23.1.4 Edit Button

This control allows the user to change the selected business hours for the business day. The Edit Button will be enabled when an entry is selected in the Established Business Hours display grid. It has a mnemonic of "E".

2.23.1.5 Delete Button

This control allows the user to remove the selected business hours from the business day. The Delete Button will be enabled when an entry is selected in the Established Business Hours display grid. It has a mnemonic of "D".

2.23.1.6 Close Button

This control allows the user to exit the Adjust Business Hours for Day window. The Close Button will be enabled when the Adjust Business Hours for Day window is active. Characteristics for the Close button are defined in *Consistencies*.

2.23.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Adjust Business Hours for Day dialog.

2.23.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Adjust Business Hours – {Month Day, Year}".

The Established Business Hours display grid will list all business hours defined for the local agency on the selected day.

The first item in the Established Business Hours grid will be selected.

2.23.2.2 Add

Upon selection of the Add Button, the system will invoke the Update Business Hours dialog in Add mode described in this document.

2.23.2.3 Edit

Upon selection of the Edit Button, the system will invoke the Update Business Hours dialog in Edit mode described in this document.

2.23.2.4 Delete

Upon selection of the Delete Button, the system will invoke a standard confirmation message with the text "Are you sure you want to delete the selected business hours?" The options of Yes and No will be available.

Upon selection of the Yes Button, the system will check if the modified business hours cause currently defined resource schedules to fall outside of business hours. If that is the situation, the system will invoke a standard error message with the text "The hours entered conflict with currently defined resource schedules. Changes can not be made to the established business hours that cause resource schedules to fall outside of the business hours."

Upon selection of the Yes Button, the system will check if the modified business hours cause currently defined group education classes to fall outside of business hours. If that is the situation, the system will invoke a standard error message with the text "The hours entered conflict with currently defined group education classes. Changes can not be made to the established business hours that cause group education classes to fall outside of the business hours."

If the user selects Yes, the system will mark the business hours for deletion and the business hours immediately above that entry will be selected.

If the user selects No, the system will return to the Adjust Business Hours for Day dialog without deleting the business hours.

2.23.2.5 Close

Upon selection of the Close Button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.24 Update Business Hours for Day

The Update Business Hours dialog allows the user to specify the business hours for the selected business day to be added or edited. It is invoked in response to the following user actions:

- Selection of the Add Button on the Adjust Business Hours for Day dialog described in this document
- Selection of the Edit Button on the Adjust Business Hours for Day dialog described in this document
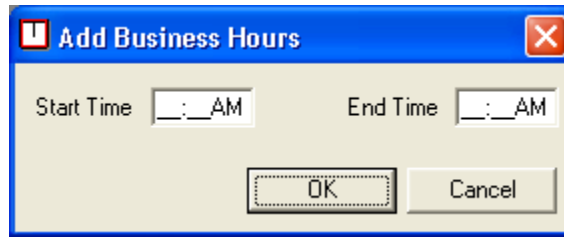
Figure 25 - Add Business Hours
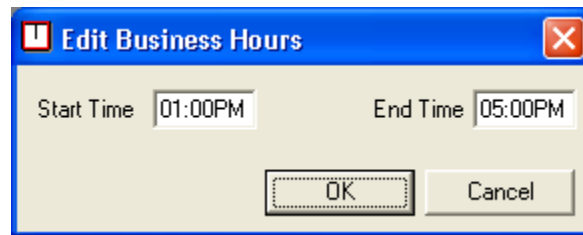
Figure 26 - Edit Business Hours

If this window was invoked from the Add Button of the Adjust Business Hours for Day window, it is considered to be in Add mode. If the window was invoked from the Edit Button of the Adjust Business Hours for Day window, it is considered to be in Edit mode.

2.24.1 Controls

This section describes the behavior of the controls on the Update Business Hours window.

2.24.1.1 Start Time Masked Edit Box

This control allows the user to enter the start time for the clinic for the selected days. The masked edit box will be enabled when the Update Business Hours dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, the masked edit box will default to the start time for the business hours selected in the Established Business Hours display grid on the Adjust Business Hours dialog.

2.24.1.2 End Time Masked Edit Box

This control allows the user to enter the end time for the clinic for the days indicated. The masked edit box will be enabled when the Update Business Hours dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, the masked edit box will default to the end time for the business hours selected in the Established Business Hours display grid on the Adjust Business Hours dialog.

2.24.1.3 OK Button

This control allows the user to save the changes made to the business hours and exit the Update Business Hours window. The OK Button will be enabled when the Update Business Hours dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.24.1.4 Cancel Button

This control allows the user to discard any changes made to the business hours and exit the Update Business Hours dialog. The Cancel Button will be enabled when the Update Business Hours dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.24.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Business Hours dialog.

2.24.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Add Business Hours" if the dialog is in Add mode and set to "Edit Business Hours" if the dialog is in Edit mode.

The Start Time control will be blank if it is in Add Mode. Otherwise, will display the Start Time selected on the Adjust Business Hours dialog.

The End Time control will be blank if it is in Add Mode. Otherwise, will display the End Time selected on the Adjust Business Hours dialog.

2.24.2.2 Edits

Upon selection of the OK button, if the Starting Time is after the Ending Time, the system will invoke a standard error message with the text "The starting time is greater than the ending time."

The system will check the modified business hour range for overlaps with other ranges and conflicts with defined resource schedules or group education classes. If the modified business hours overlap currently defined business hours, the system will invoke a standard error message with the text "The hours entered overlap currently defined business hours. The system will not overwrite the currently established business hours through this function. Please change the hours so that no overlap occurs or use the define business hours function."

If the modified business hours cause currently defined resource schedules to fall outside of business hours, the system will invoke a standard error message with the text "The hours entered conflict with currently defined resource schedules. Changes can not be made to the established business hours that cause resource schedules to fall outside of the business hours."

If the modified business hours cause currently defined group education classes to fall outside of business hours, the system will invoke a standard error message with the text "The hours entered conflict with currently defined group education classes. Changes can not be made to the established business hours that cause group education classes to fall outside of the business hours."

2.24.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will update the business hours and return to the Adjust Business Hours dialog.

2.24.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Adjust Business Hours dialog.

2.24.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Start Time	BusinessHour	StartTime	
End Time	BusinessHour	EndTime	

2.25 Adjust Group Education Classes for Day

The Adjust Group Education Classes for Day dialog allows the user to adjust the scheduled group education classes for a single day. The Adjust Group Education Classes for Day dialog is invoked in response to the following user actions:

- Selection of the Adjust Group Education Classes for Day menu item from the Calendar menu described in this document.
- Selection of the Adjust Group Education Classes for Day menu item when right clicking on the selected day

Figure 27 - Adjust Group Education Classes for Day Dialog

2.25.1 Controls

This section describes the behavior of the controls on the Adjust Group Education Classes for Day dialog.

2.25.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are adjusting group education classes. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.25.1.2 Resource Dropdown

This control allows the user to select the resource for which group education classes are to be adjusted. The dropdown will be enabled when the Adjust Group Education Classes for Day dialog is active. It will be filled with a list of local agency resources that have resource schedules defined for the clinic. The default selection will be the first resourse listed. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document.

2.25.1.3 Scheduled Classes Display Grid

This control allows the user to view the group education classes scheduled at the clinic for the selected day for the identified resource. The display grid will be enabled when the Adjust Group Education Classes for Day dialog is active. It will consist of the following columns:

- Topic
- Time
- Duration
- Seats
- Language

The entries in the grid will be sorted in alphabetical order according to the value of the Topic column. The values on the grid are read-only. A single selection may be made by the user. The top entry in the grid will be selected by default upon opening the dialog.

2.25.1.4 Add Button

This control allows the user to add additional group education classes for the selected business day. The Add Button will be enabled when the Adjust Group Education Classes for Day dialog is active. It has a mnemonic of "A".

2.25.1.5 Edit Button

This control allows the user to change the group education classes for the selected business day. The Edit Button will be enabled when an entry is selected in the Scheduled Classes display grid. It has a mnemonic of "E".

2.25.1.6 Delete Button

This control allows the user to remove the currently selected group education class from the business day. The Delete Button will be enabled when an entry is selected in the Scheduled Classes display grid. It has a mnemonic of "D".

2.25.1.7 Close Button

This control allows the user to exit the Adjust Group Education Classes for Day dialog. The Close Button will be enabled when the Adjust Group Education Classes for Day dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.25.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Adjust Group Education Classes for Day dialog.

2.25.2.1 Initializing the Interface

The title bar text will be set to "Adjust Group Education Classes – {Month Day, Year}".

The Clinic Text and Value Label will display the code and name of the clinic.

The Resource will default to the first resource listed.

The Scheduled Classes display grid will list all group education classes defined for the local agency on the selected day.

The first item in the Scheduled Classes grid will be selected.

2.25.2.2 Add

Upon selection of the Add Button, the system will invoke the Update Group Education Class dialog in Add mode described in this document.

2.25.2.3 Edit

Upon selection of the Edit Button, the system will invoke the Update Group Education Class dialog in Edit mode described in this document.

2.25.2.4 Delete

Upon selection of the Delete Button, the system will invoke a standard warning message with the text "Are you sure you want to delete the group education class?" The options of Yes and No will be available.

If the user selects Yes, the group education class is deleted from the clinic, the system returns to the Adjust Group Education Classes for Day dialog, and the contents of the Scheduled Classes display grid will be updated.

If the user selects No the system will return to the Adjust Group Education Classes for Day dialog without deleting the group education class.

2.25.2.5 Close

Upon selection of the Close button the system will dismiss the dialog and return to the Adjust Group Edication Classes for Day dialog.

2.26 Update Group Education Class

The Update Group Education Class dialog allows the user to specify the group education class for the clinic to be added or edited. It is invoked in response to the following user actions:

- Selection of the Add Button on the Adjust Group Education Classes for Day dialog described in this document
- Selection of the Edit Button on the Adjust Group Education Classes for Day dialog described in this document

Figure 28 - Add Group Education Class

Figure 29 - Edit Group Education Class

If this dialog was invoked from the Add Button of the Adjust Group Education Classes for Day dialog, it is considered to be in Add mode. If the dialog was invoked from the Edit Button of the Adjust Group Education Classes for Day dialog, it is considered to be in Edit mode.

2.26.1 Controls

This section describes the behavior of the controls on the Update Group Education Class dialog.

2.26.1.1 Time Masked Edit Box

This control allows the user to enter the time that the group education class will start. The masked edit box will be enabled when the Update Group Education Class dialog is active. The masked edit box will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, it will default to the value of the Time column from the selected entry in the Scheduled Classes display grid on the Adjust Group Education Classes for Day dialog.

2.26.1.2 Duration Spin Control

This control allows the user to select the number of minutes that the group education class will last. The spin control will be enabled when the Update Group Education Class dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 5 minutes. The minimum value for this control is five (5), and the maximum value is one hundred and twenty (120). If the dialog is in Add mode, the value of the spin control will initially be zero (0). If the dialog is in Edit mode, it will default to the value of the Duration column from the selected entry in the Scheduled Classes display grid on the Adjust Group Education Classes for Day dialog.

2.26.1.3 Available Seats Masked Edit Box (Seats)

This control allows the user to enter the number of seats available for the group education class. The masked edit box will be enabled when the Update Group Education Class dialog is active. It will only allow the entry of numeric characters. The mask for the box will be "##". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, it will default to the value of the Available Seats column from the selected entry in the Scheduled Classes display grid on the Adjust Group Education Classes for Day dialog.

2.26.1.4 Class Topic Dropdown (Topic)

This control allows the user to select the topic for the group education class. The dropdown will be enabled when the Update Group Education Class dialog is active. It will be filled with a list of group education class topics from the class type table of the lookup database. If the dialog is in Add mode, the dropdown will initially be blank. If the dialog is in Edit mode, it will default to the value of the Topic column from the selected entry in the Scheduled Classes display grid on the Adjust Group Education Classes for Day dialog.

2.26.1.5 Language Dropdown

This control allows the user to select the language in which the group education class will be taught. The dropdown will be enabled when the Update Group Education Class dialog is active. It will be filled with a list of languages from the reference dictionary table of the lookup database. If the dialog is in Add mode, the dropdown will default to the selection of English. If the dialog is in Edit mode, it will default to the value of the Language column from the selected entry in the Scheduled Classes display grid on the Adjust Group Education Classes for Day dialog.

2.26.1.6 OK Button

This control allows the user to save the changes made to the group education class and exit the Update Group Education Classes dialog. The OK Button will be enabled when the Update Group Education Class dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.26.1.7 Cancel Button

This control allows the user to discard any changes made to the group education classes and exit the Update Group Education Class dialog. The Cancel Button will be enabled when the Update Group Education Class dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.26.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Define Group Education Class dialog.

2.26.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Add Group Education Class" if the dialog is in Add mode and set to "Edit Group Education Class" if the dialog is in Edit mode.

The Time control will be blank if it is in Add Mode. Otherwise, will display the Time selected on the Adjust Group Education Classes for Day dialog.

The Duration control will be blank if it is in Add Mode. Otherwise, will display the Duration selected on the Adjust Group Education Classes for Day dialog.

The Seats control will be blank if it is in Add Mode. Otherwise, will display the Seats selected on the Adjust Group Education Classes for Day dialog.

The Topics control will be blank if it is in Add Mode. Otherwise, will display the Topics selected on the Adjust Group Education Classes for Day dialog.

The Language control will be English if it is in Add Mode. Otherwise, will display the Language selected on the Adjust Group Education Classes for Day dialog

2.26.2.2 Edits

Upon selection of the OK button, if no entry is made in the Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid time is entered in the Time control, the system will invoke a standard error message with the text "The time is invalid."

If no entry is made in the Duration control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no entry is made in the Seats control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

It Seats control must contain a non-zero value. If zero is entered, the system will invoke a standard message with the text "The entry for Seats must be between 1 and 99."

If no entry is made in the Topic control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

The system will check the modified information for the group education class against those that are currently defined for the selected day. If the new information would force the group education class to conflict with a currently defined class, the system will invoke a standard error message with the text "Group education class information now conflicts with another class."

If the modified information does not conflict with a currently defined class, the system will update the group education class.

If the resource selected is previously scheduled for another group education class the system will invoke a standard message with the text "The resource is not currently available" Class conflicts with another Group Education class. Please modify the Group Education Class info to avoid the conflict"

If the time entered is not within the business hours defined for the business day the system will invoke a standard message with the text "The Group Education Class is not within the business hour range."

2.26.2.3 .Saving the Data

Upon successful completion of the above listed eidits, if the dialog is in Add mode, an entry will be added to the Scheduled Classes display grid. The system will then return to the Adjust Group Education Classes dialog.

If the dialog is in Edit mode, the values for the currently selected entry will be updated in the Scheduled Classes display grid. The system will then return to the Adjust Group Education Classes dialog.

2.26.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Adjust Group Education Classes dialog

2.26.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Time	ClassSchedule	ClassTime	
Duration	ClassSchedule	Duration	
Seats	ClassSchedule	Seat Available	
Topic	ClassSchedule	ClassTypeID	
Language	ClassSchedule	Language	

2.27 Adjust Resource Schedules for Day

The Adjust Resource Schedules for Day dialog allows the user to adjust the resource schedule defined for a single day. The Adjust Resource Schedules for Day dialog is invoked in response to the following user actions:

- Selection of the Adjust Resource Schedules for Day menu item from the Calendar menu described in this document.
- Selection of the Adjust Resource Schedules for Day menu item when right clicking on the selected day
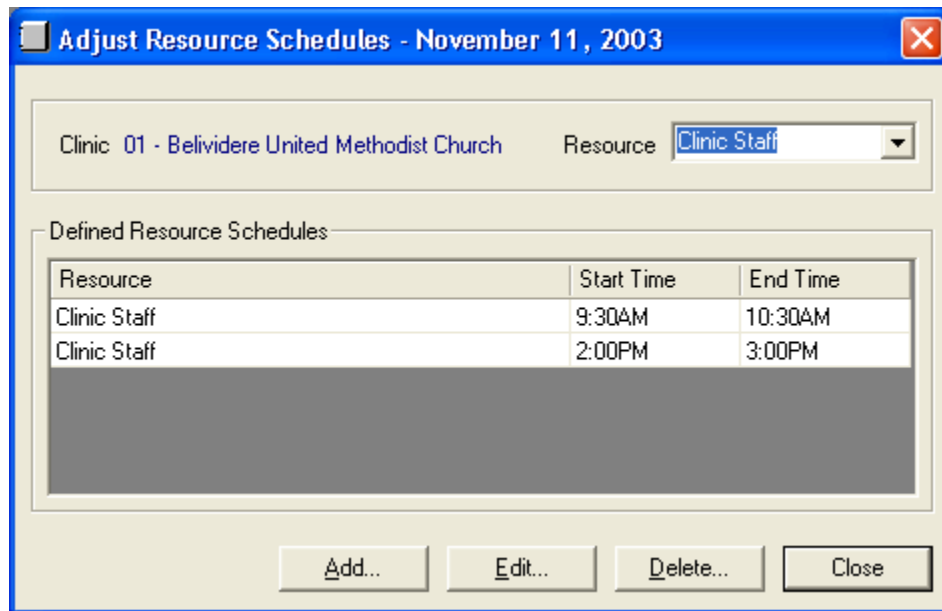
Figure 30 - Adjust Resource Schedules for Day Dialog

2.27.1 Controls

This section describes the behavior of the controls on the Adjust Resource Schedules for Day dialog.

2.27.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are adjusting resource schedule. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.27.1.2 Resource Dropdown

This control allows the user to select the resource for which resource schedule are to be adjusted. The dropdown will be enabled when the Adjust Resource Schedules for Day dialog is active. It will be filled with a list of local agency resources defined for the clinic. The default selection will be the first resource in the list. Resources can only be selected in this control. Resource changes or additions must be completed using the Define Resources dialog described in this document.

2.27.1.3 Defined Resource Schedules Display Grid

This control allows the user to view the resource schedules defined for the clinic for the selected day and resource. The display grid will be enabled when the Adjust Resource Schedules for Day dialog is active. It will consist of the following columns:

- Resource
- Start Time
- End Time

The entries in the grid will be sorted in order according to the value of the Start Time column. The values on the grid are read-only. A single selection may be made by the user. The top entry in the grid will be selected by default upon opening the dialog.

2.27.1.4 Add Button

This control allows the user to add additional resource schedule for the selected business day. The Add Button will be enabled when the Adjust Resource Schedules for Day dialog is active. It has a mnemonic of "A".

2.27.1.5 Edit Button

This control allows the user to change a resource schedule for the selected business day. The Edit Button will be enabled when an entry is selected in the Defined Resource Schedules display grid. It has a mnemonic of "E".

2.27.1.6 Delete Button

This control allows the user to remove the currently selected resource schedule. The Delete Button will be enabled when an entry is selected in the Defined Resource Schedules display grid. It has a mnemonic of "D".

2.27.1.7 Close Button

This control allows the user to exit the Adjust Resource Schedules for Day dialog. The Close Button will be enabled when the Adjust Resource Schedules for Day dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.27.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Adjust Resource Schedules for Day dialog.

2.27.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Adjust Resource Schedules – {Month Day, Year}".

The Clinic Text and Value Label will display the code and name of the clinic.

The Resource will default to the first resource listed.

The Defined Resource Schedules display grid will list all resource schedules for the selected resources on the selected day.

The first item in the Defined Resource Schedules grid will be selected.

2.27.2.2 Add

Upon selection of the Add Button, the system will invoke the Update Resource Schedules dialog in Add mode described in this document.

2.27.2.3 Edit

Upon selection of the Edit Button, the system will invoke the Update Resource Schedules dialog in Edit mode described in this document.

2.27.2.4 Delete

Upon selection of the Delete Button, the system will invoke a standard warning message with the text, "Are you sure you want to delete the resource schedule?" The options of Yes and No will be available.

If the user selects "Yes," the resource schedule is deleted from the clinic and the contents of the Defined Resource Schedules display grid will be updated.

If the user selects No the system will return to the Adjust Resource Schedules for Day dialog without deleting the resource schedule

2.27.2.5 Close

Upon selection of the Close button, the system will dismiss the dialog and return to the Adjust Resource Schedules for Day dialog.

2.28 Update Resource Schedules

The Update Resource Schedules dialog allows the user to specify the resource schedule for the clinic to be added or edited. It is invoked in response to the following user actions:

- Selection of the Add Button on the Adjust Resource Schedules for Day dialog described in this document
- Selection of the Edit Button on the Adjust Resource Schedules for Day dialog described in this document
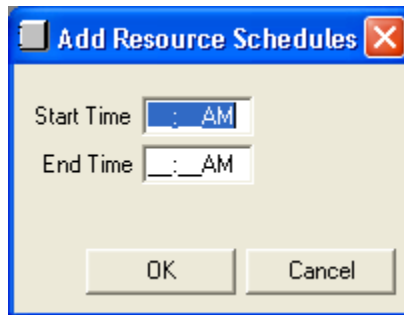
Figure 31 - Add Resource Schedule
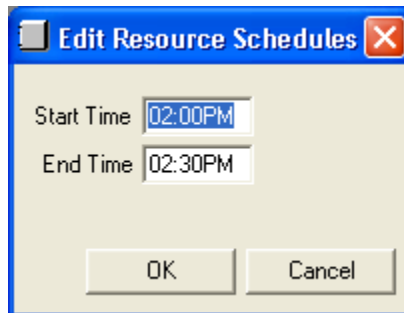
Figure 32 - Edit Resource Schedules

If this dialog was invoked from the Add Button of the Adjust Resource Schedules for Day dialog, it is considered to be in Add mode. If the dialog was invoked from the Edit Button of the Adjust Resource Schedules for Day dialog, it is considered to be in Edit mode.

2.28.1 Controls

This section describes the behavior of the controls on the Update Resource Schedules dialog.

2.28.1.1 Start Time Masked Edit Box

This control allows the user to enter the time at which the resource schedule will begin for the selected day at the clinic. The masked edit box will be enabled when the Update Resource Schedules dialog is active. It will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, it will default to the value of the Start Time column from the selected entry in the Defined Resource Schedules display grid on the Adjust Resource Schedules for Day dialog.

2.28.1.2 End Time Masked Edit Box

This control allows the user to enter the time at which the resource schedule will end for the selected day at the clinic. The masked edit box will be enabled when the Update Resource Schedules dialog is active. It will only accept entry of numeric characters and "AM" or "PM". The mask on the box will be "##:## AA" to accept a four digit time and "AM" or "PM". If the dialog is in Add mode, the masked edit box will initially be blank. If the dialog is in Edit mode, it will default to the value of the End Time column from the selected entry in the Defined Resource Schedules display grid on the Adjust Resource Schedules for Day dialog.

2.28.1.3 OK Button

This control allows the user to save the changes made to the appointment availability slot and exit the Update Resource Schedules dialog. The OK Button will be enabled when the Update Resource Schedules dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.28.1.4 Cancel Button

This control allows the user to discard any changes made to the appointment availability slot and exit the Update Resource Schedules dialog. The Cancel Button will be enabled when the Update Resource Schedules dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.28.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Resource Schedules dialog.

2.28.2.1 Initializing the Interface

This upon initial display of the dialo, the title bar text will be set to "Add Resource Schedules" if the dialog is in Add mode and set to "Edit Resource Schedules" if the dialog is in Edit mode.

The Start Time control will be blank if it is in Add Mode. Otherwise, will display the Start Time selected on the Adjust Resource Schedules for Day dialog.

The End Time control will be blank if it is in Add Mode. Otherwise, will display the End Time selected on the Adjust Resource Schedules for Day dialog.

2.28.2.2 Edits

Upon selection of the OK button, if no entry is made in the Start Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid time is entered in the Start Time control, the system will invoke a standard error message with the text "The time is invalid."

If no entry is made in the End Time control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid time is entered in the End Time control, the system will invoke a standard error message with the text "The time is invalid."

If the starting time is greater than the ending time, the system will invoke a standard error message with the text "The starting time is greater than the ending time."

After checking for required controls, the system will check the start and end times to assure the resource schedule occurs within the established business hours for the business day. If the modified start or end time causes any portion of the resource schedule to occur outside of defined business hours, the system will invoke a standard error message with the text "The resource schedule is not within defined business hours. Please change the Start Time or the End Time or adjust the business hours for this day."

2.28.2.3 .Saving the Data

Upon successful completion of the above listed edits, if the dialog is in Add mode, an entry will be added to the Scheduled Classes display grid. The system will then return to the Adjust Resource Schedules for Day dialog.

If the dialog is in Edit mode, the values for the currently selected entry will be updated in the Scheduled Classes display grid. The system will then return to the Adjust Resource Schedules for Day dialog.

2.28.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Adjust Resource Schedules for Day dialog.

2.28.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Start Time	ResourceSchedule	StartTime	
End Time	ResourceSchedule	EndTime	

2.29 Replicate Resource

The Replicate Resource dialog allows the user to copy the selected Resource's
Schedules and Group Education Class schedule to another Resource. The dialog
is invoked when the user selects the Replicate Resource menu item from the
Calendar menu Section.
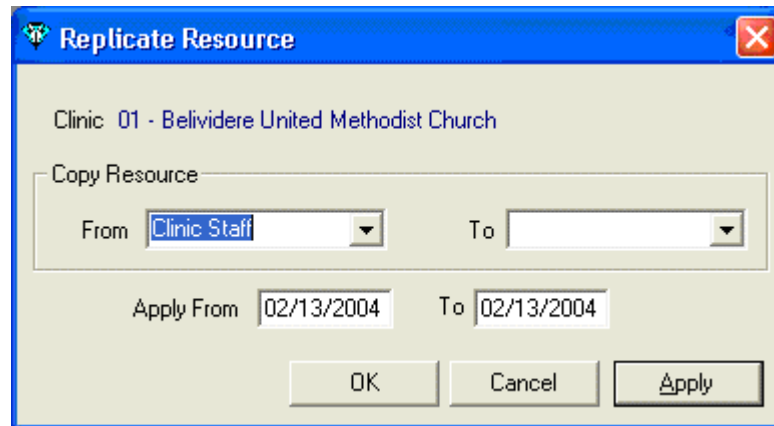
Figure 33 – Replicate Resource Dialog

2.29.1 Controls

This section describes the behavior of the controls on the Replicate Resource
dialog.

2.29.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are
replicating the selected resources. The value label will be filled with the
code and name of the clinic. It will display in the inverse color of the
dialog.

2.29.1.2 Copy Resources From Dropdown

This control allows the user to select the resource they would like to copy
the schedule from. The dropdown will be enabled when the Replicate
Resource dialog is active. It will be filled with all the resources that have
Resource Schedules defined for the Clinic.

2.29.1.3 Copy Resources To Dropdown

This control allows the user to select the resource they would like to have the schedule copied too. The dropdown will be enabled when the Replicate Resource dialog is active and a selection is made in the Copy Resource From Dropdown. It will be filled with all the resources that are available at the Clinic, except for the Resource selected in the Copy Resource From Dropdown

2.29.1.4 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of the selected Copy Resource From to Copy Resource To. The masked edit box will be enabled when the Replicate Resource dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.29.1.5 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of the selected Copy Resource From to Copy Resource To. The masked edit box will be enabled when the Replicate Resource dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.29.1.6 Apply Button

This control allows the user to apply the Copy Resource From definition to the selected Copy Resource To without exiting the Replicate Resource dialog. The Apply Button will be enabled when the Replicate Resource dialog is active. It has a mnemonic of "A" and is the default Button for the dialog.

2.29.1.7 OK Button

This control allows the user to apply the Copy Resource From definition to the selected Copy Resource To and exit the Replicate Resource dialog. Previous replications applied using the Apply Button have already been stored in the database. The OK Button will be enabled when the Replicate Resource dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.29.1.8 Cancel Button

This control allows the user to exit the Replicate Resource dialog without saving. Replications previously applied using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Replicate Resource dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.29.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Replicate Resource dialog. The scope of replication shall be limited to:

- Only for within the clinic currently selected in Build Master Calendar dialog.
- Resource Schedules defined for the Resource.
- Group Education Class Schedules defined for the Resource.

2.29.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Replicate Resource".

The Clinic Text and Value Label will display the code and name of the clinic.

The Copy Resource From control will default to the first resource listed.

The Copy Resource To control will default to the first resource listed.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

2.29.2.2 Edits

Upon selection of the OK or Apply buttons, if no selection is made in the Copy Resources From control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If no selection is made in the Copy Resources To control, the system will invoke a standard error message with the text "A selectionis required for the {control name}."

If no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the date entered in the Apply to Date control is less than the starting date, the system will invoke a standard error message with the text "The ending date is less than the starting date."

If the Resource is already Scheduled for the date selected, the system will invoke a standard error message with the text, "Resource has already benn scheduled for one or more days selected. Do you wish to continue?"

2.29.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will duplicate the ScheduleResource records from the selected From resource to the selected To resource for the specified period and invoke the Event Log for Replicate Resources dialog described in this document.

2.29.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar window.

2.29.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
To	ResourceSchedule	ResourceID	

2.30 Event Log for Replicate Resource

The Event Log for Replicate Resource lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Replicate Resource dialog. The event log will list only the most recent actions. The Event Log for Replicate Resource dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Replicate Resource dialog described in this document
- Selection of the OK Button on the Replicate Resource dialog described in this document
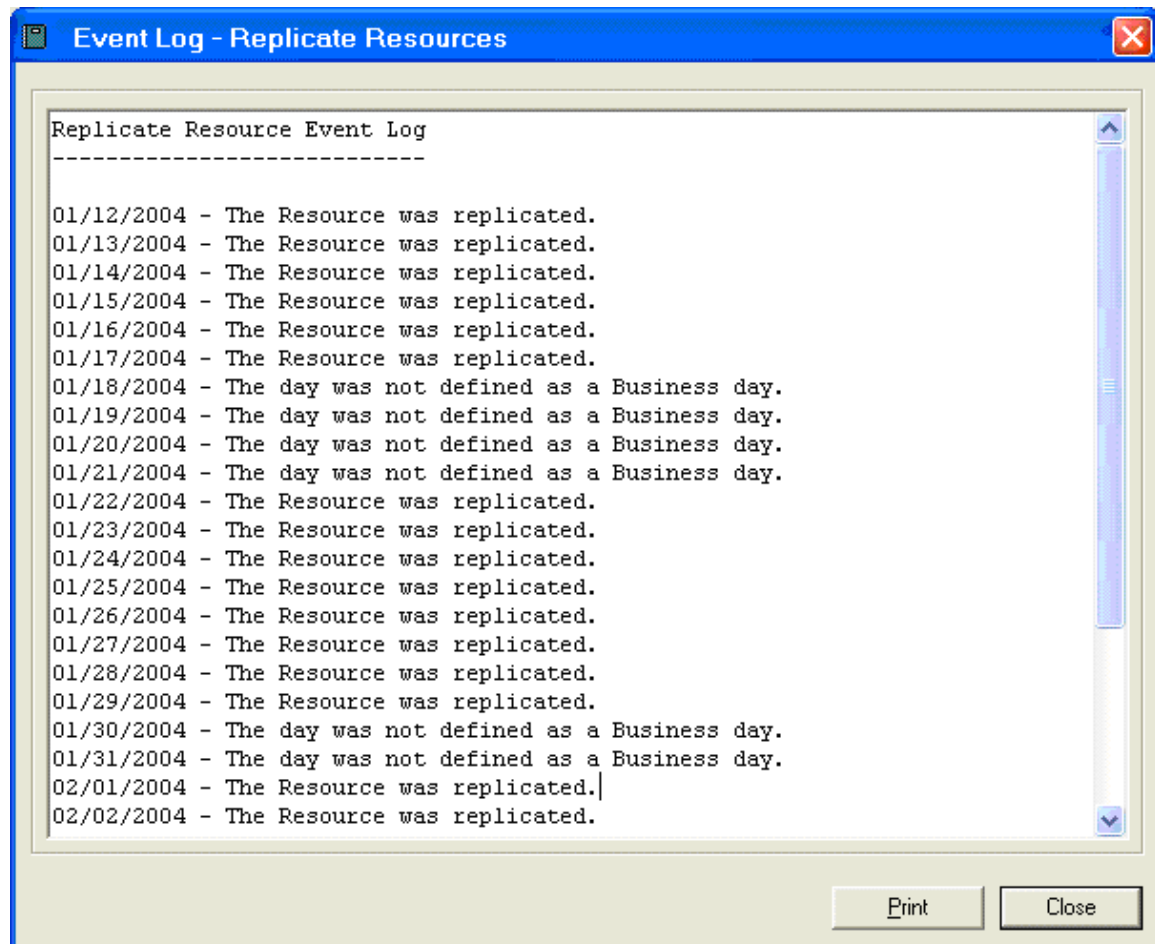
Figure 34 - Event Log for Replicate Resource

2.30.1 Controls

This section describes the behavior of the controls on the Event Log for Replicate Resource dialog.

2.30.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in replicating resources for the clinic. The text box will be enabled when the Event Log for Replicate Resource dialog is active. It will be filled with the event log generated while replicating resources. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.30.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Replicate Resource dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.30.1.3 Close Button

This control allows the user to exit the Event Log for Replicate Resource dialog. The Close Button will be enabled when the Event Log for Replicate Resource dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.30.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Replicate Resource dialog.

2.30.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Replicate Resource".

The Event Log text box will be filled with the events generated while replicating resources.

2.30.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.30.2.3 Close

Upon selection of the Close Button, if the Event Log for Replicate Resources dialog was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Replicate Resources dialog.

If the Event Log for Replicate Resources dialog was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.31 Notes for the Day

The Notes for the Day dialog allows the user to view and enter text notes for the current business day selected. These notes will appear in the Schedule Appointment for Household dialog Clinic Processes, Chapter 8. The Notes for the Day for Day dialog is invoked in response to the following user actions:

- Selection of the Notes for the Day menu item from the Calendar menu described in this document.
- Selection of the Notes for the Day menu item when right clicking on the selected day
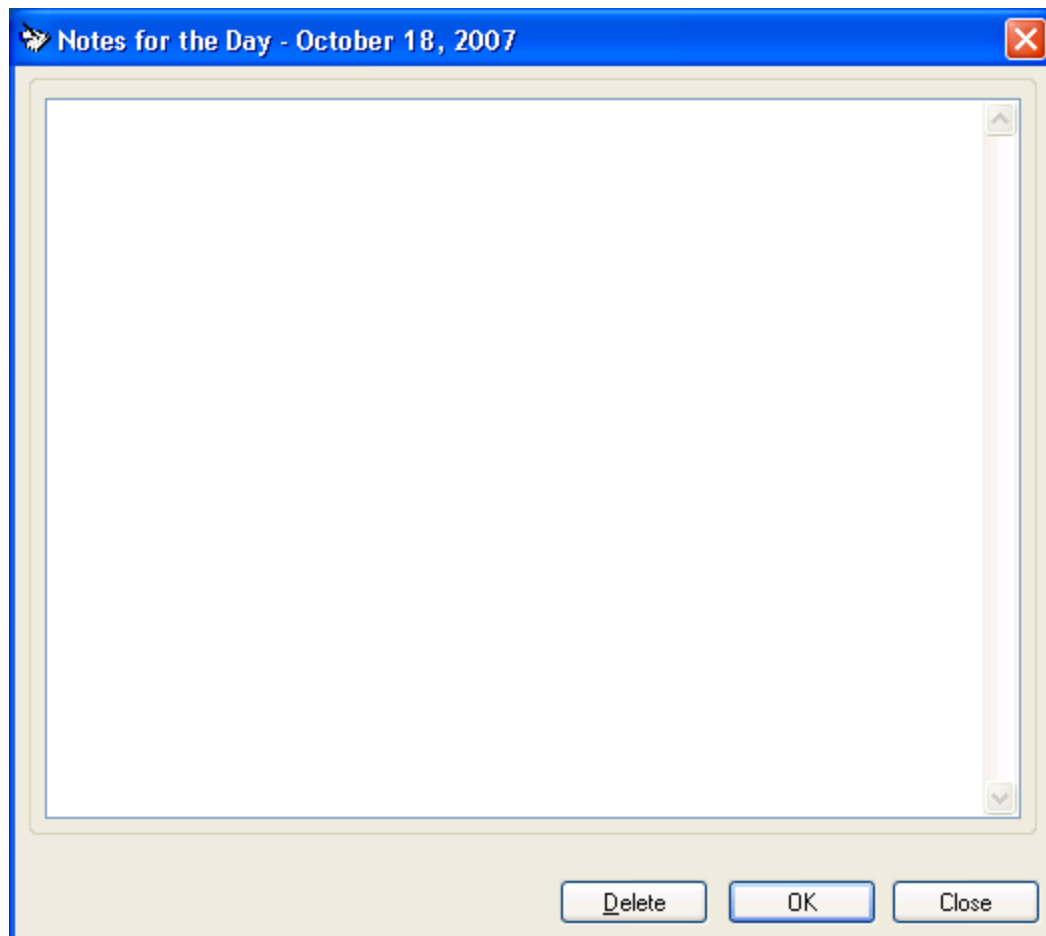
Figure 35 – Notes for the Day Dialog

2.31.1 Controls

This section describes the behavior of the controls on the Notes for the Day dialog.

2.31.1.1 Notes for Day text box

This control allows the user to enter free form text notes to appear for the day selected. The text box will be enabled when the Notes for the Day dialog is active. There is a 4000 character limit on the text to be entered.

2.31.1.2 Delete Button

This control allows the user to delete previously saved the notes for the business day from the database. The Delete Button will be enabled when the Notes for the Day dialog is active. It has a mnemonic of "D".

2.31.1.3 OK Button

This control allows the user to save the notes for the business day to the database. The OK Button will be enabled when the Notes for the Day dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.31.1.4 Close Button

This control allows the user to exit the Notes for the Day dialog without saving. The Close button will be enabled when the Notes for the Day dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.31.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Notes for the Day dialog.

2.31.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Notes for the Day – {Month Day, Year}".

The Notes for Day text box will contain the notes defined for the day selected. If a note has not been defined for the day selected the text box will be blank.

2.31.2.2 Edits

Upon selection of the OK button, if no entry is made in the text box, the system will invoke a standard error message with the text "There must be a note to be saved."

2.31.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the note to the database and an icon will appear on the selected business day denoting a note for the business day.

2.31.2.4 Delete

Upon selection of the Delete button, the system will verify if the user has the Appointments.FullControl permission.

If the user does not have permission, the system will display a standard message with the message text, "You do not have the necessary permission to delete an appointment note. Please see the supervisor." Upon closing the message, the system will return to the Notes for the Day dialog.

If the user does have permission, the system will delete the note and return to the Build Clinic Calendar dialog.

2.31.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Note text box	BusinessDay	Notes	

2.32 Replicate Day to New Days

The Replicate Day to New Days dialog allows the user to copy the business hours, availability column for a selected day to another day or group of days. The Replicate Day to New Days dialog is invoked in response to the following user actions:

- Selection of the Replicate Day to New Days menu item from the Calendar menu described in this document.
- Selection of the Replicate Day to New Days menu item when right clicking on the selected day

Figure 36 - Replicate Day to New Days Dialog

2.32.1 Controls

This section describes the behavior of the controls on the Replicate Day to New Days dialog.

2.32.1.1 Clinic Text and Value Label

This control allows the user to view the clinic for which they are replicating the selected business day to new days. The value label will be filled with the code and name of the clinic. It will display in the inverse color of the dialog.

2.32.1.2 Apply from Date Masked Edit Box

This control allows the user to enter a date from which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Replicate Day to New Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.32.1.3 Apply to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the definition of the selected business day to the days indicated. The masked edit box will be enabled when the Replicate Day to New Days dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.32.1.4 Mark All Button (Clinic is Open)

This control allows the user to select all of the Week check boxes in the Clinic is Open check box group. This control will be enabled when the Replicate Day to New Days dialog is active.

2.32.1.5 Clear All Button (Clinic is Open)

This control allows the user to clear all of the Week check boxes in the Clinic is Open check box group. The Clear All Button will be enabled when the Replicate Day to New Days dialog is active.

2.32.1.6 Week 1 Check Box

This control allows the user to indicate whether the selected business day to be replicated for this clinic applies to the first week of the months identified in the date range. Week 1 is the first occurrence of the day in the month. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.7 Week 2 Check Box

This control allows the user to indicate whether the selected business day to be replicated for this clinic applies to the second week of the months identified in the date range. Week 2 is the second occurrence of the day in the month. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.8 Week 3 Check Box

This control allows the user to indicate whether the selected business day to be replicated for this clinic applies to the third week of the months identified in the date range. Week 3 is the third occurrence of the day in the month. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.9 Week 4 Check Box

This control allows the user to indicate whether the selected business day to be replicated for this clinic applies to the fourth week of the months identified in the date range. Week 4 is the fourth occurrence of the day in the month. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.10 Week 5 Check Box

This control allows the user to indicate whether the selected business day to be replicated for this clinic applies to the fifth week of the months identified in the date range. Week 5 is the fifth occurrence of the day in the month. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.11 Mark All Button (On Days)

This control allows the user to select all of the day check boxes in the On Days check box group. The Mark All Button will be enabled when the Replicate Day to New Days dialog is active.

2.32.1.12 Clear All Button (On Days)

This Button will allow the user to clear all of the day check boxes in the On Days check box group. The Clear All Button will be enabled when the Replicate Day to New Days dialog is active.

2.32.1.13 Monday Check Box

This control allows the user to indicate whether to replicate the selected day to the Monday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Monday check box is selected, then the selected business day will be replicated to the first Monday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.14 Tuesday Check Box

This control allows the user to indicate whether to replicate the selected day to the Tuesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Tuesday check box is selected, then the selected business day will be replicated to the first Tuesday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.15 Wednesday Check Box

This control allows the user to indicate whether to replicate the selected day to the Wednesday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Wednesday check box is selected, then the selected business day will be replicated to the first Wednesday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.16 Thursday Check Box

This control allows the user to indicate whether to replicate the selected day to the Thursday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Thursday check box is selected, then the selected business day will be replicated to the first Thursday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.17 Friday Check Box

This control allows the user to indicate whether to replicate the selected day to the Friday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Friday check box is selected, then the selected business day will be replicated to the first Friday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.18 Saturday Check Box

This control allows the user to indicate whether to replicate the selected day to the Saturday of the selected weeks within the selected date range. For example, if the Week 1 check box is selected and the Saturday check box is selected, then the selected business day will be replicated to the first Saturday of each month that falls within the date range will be updated. The check box will be enabled when the Replicate Day to New Days dialog is active. It will initially be cleared.

2.32.1.19 OK Button

This control allows the user to apply the business day definition to the selected business days and exit the Replicate Day to New Days dialog. Previous replications applied using the Apply Button have already been stored in the database. The OK Button will be enabled when the Replicate Day to New Days dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.32.1.20 Cancel Button

This control allows the user to exit the Replicate Day to New Days dialog without saving any of the current business day selection. Replications previously applied using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Replicate Day to New Days dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.32.1.21 Apply Button

This control allows the user to apply and save the business day definition to the selected business days without exiting the Replicate Day to New Days dialog. The Apply Button will be enabled when the Replicate Day to New Days dialog is active. It has a mnemonic of "A".

2.32.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Replicate Day to New Days dialog. The scope of replication shall be limited to:

- Only for the clinic currently selected in Build Master Calendar dialog.
- Business Days
- Business Hours

2.32.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Replicate Day to New Days – {Month Day, Year}"

The Clinic Text and Value Label will display the code and name of the clinic.

The Apply from Date will initially default to the current system date.

The Apply to Date will initially default to one year from the current system date.

The Clinic is Open control is initially blank.

The On Days control is initially blank.

2.32.2.2 Edits

Upon selection of the OK or the Apply button, if no entry is made in the Apply from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Apply from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Apply to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Apply to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Apply to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the Apply to Date is less than the Apply from Date, the system will invoke a standard error message with the text "The ending date is before the starting date."

At least one check box in the Clinic is Open check box group must be selected, the system will invoke a standard error message with the text "At least one week must be selected."

At least one check box in the On Days check box group must be selected. If no check box is checked, the system will invoke a standard error message with the text "At least one day of the week must be selected."

2.32.2.3 Saving the Data

Upon successful completion of the above listed edits: the system will select BusinessDay records for the days specified and Copy the BusinessHour records from the day selected to the days created. The system will invoke the Event Log for Replicate Day to New Days described in this document.

2.32.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.33 Event Log for Replicate Day to New Days

The Event Log for Replicate Day to New Days lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Replicate Day to New Days dialog. The event log will list only the most recent actions. The Event Log for Replicate Day to New Days dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Replicate Day to New Days dialog described in this document
- Selection of the OK Button on the Replicate Day to New Days dialog described in this document
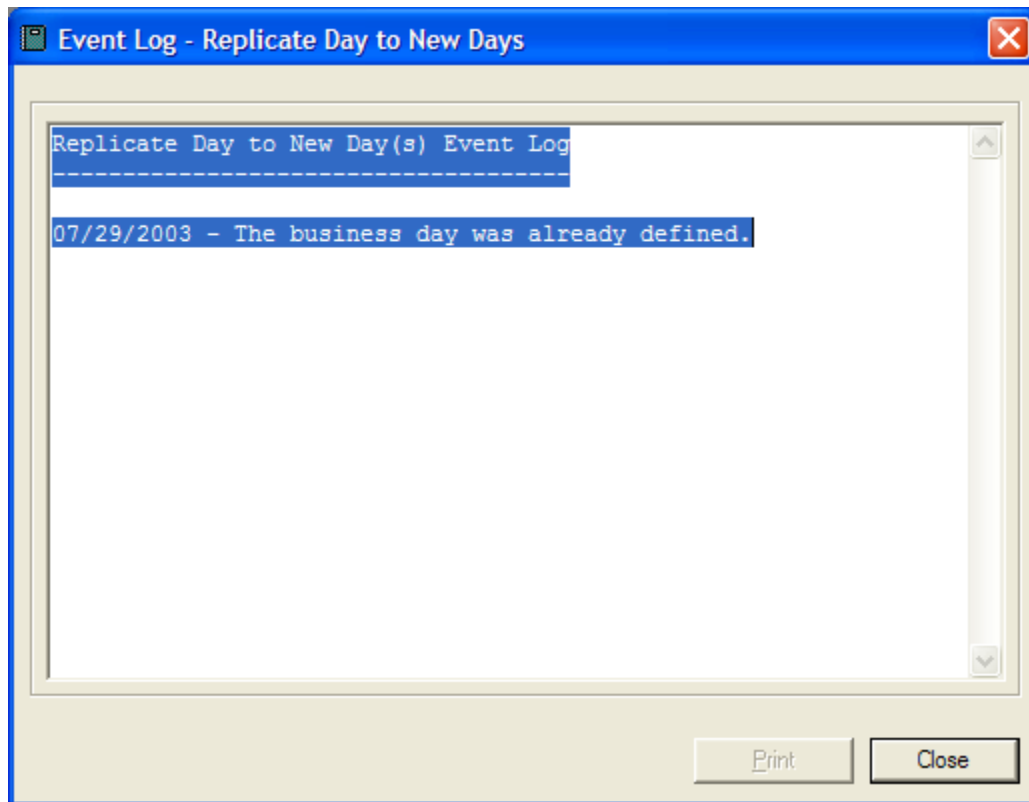
Figure 37 - Event Log for Replicate Day to New Days Dialog

2.33.1 Controls

This section describes the behavior of the controls on the Event Log for Replicate Day to New Days dialog.

2.33.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in replicating business days for the clinic. The text box will be enabled when the Event Log for Replicate Day to New Days dialog is active. It will be filled with the event log generated while replicating a day to one or more new days for the clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.33.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Replicate Day to New Days dialog is active and an Other Output Printer has been selected for the workstation. It has a mnemonic of "P".

2.33.1.3 Close Button

This control allows the user to exit the Event Log for Replicate Day to New Days dialog. The Close Button will be enabled when the Event Log for Replicate Day to New Days dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.33.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Replicate Day to New Days dialog.

2.33.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Replicate Day to New Days".

The Event Log text box will be filled with the event generated while replicating a selected day to new days.

2.33.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.33.2.3 Close

Upon selection of the Close button, if the Event Log for Replicate Day to New Days dialog was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Replicate Day to New Days dialog and the dialog will be reset to initial defaults.

If the Event Log for Replicate Day to New Days dialog was invoiked by selecting the OK button, the system will dismiss the dialog an return to the Build Clinic Calendar dialog.

2.34 Copy Schedule to Another Clinic

The Copy Schedule to Another Clinic dialog allows the user to copy a range of days from the currently selected clinic to another clinic within the same local agency. It is invoked when the user selects the Copy Schedule to Another Clinic menu item from the Calendar menu described in this document.
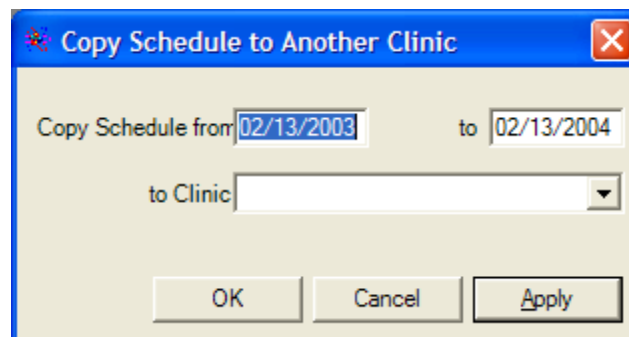
Figure 38 - Copy Schedule to Another Clinic Dialog

2.34.1 Controls

This section describes the behavior of the controls on the Copy Schedule to Another Clinic dialog.

2.34.1.1 Copy Schedule from Date Masked Edit Box

This control allows the user to enter a date from which to apply the schedule of the currently selected clinic to another clinic. The masked edit box will be enabled when the Copy Schedule to Another Clinic dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to the current system date.

2.34.1.2 Copy Schedule to Date Masked Edit Box (to)

This control allows the user to enter the date through which to apply the schedule of the currently selected clinic to another clinic. The masked edit box will be enabled when the Copy Schedule to Another Clinic dialog is active. The masked edit box will only accept entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. It will default to one year in the future from the current system date.

2.34.1.3 To Clinic Dropdown

This control allows the user to select the clinic to which to copy the schedule of the currently selected clinic. The dropdown will be enabled when the Copy Schedule to Another Clinic dialog is active. It will contain an entry for each clinic in the local agency with the exception of the clinic from which the schedule is being copied. It will default to blank.

2.34.1.4 OK Button

This control allows the user to copy the schedule of the currently selected clinic to the specified clinic and exit the Copy Schedule to Another Clinic dialog. Previous copies applied using the Apply Button have already been stored in the database. The OK Button will be enabled when the Copy Schedule to Another Clinic dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.34.1.5 Cancel Button

This control allows the user to exit the Copy Schedule to Another Clinic dialog without copying the schedule of the currently selected clinic. Copies previously applied using the Apply Button have already been stored in the database and are not affected. The Cancel Button will be enabled when the Copy Schedule to Another Clinic dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.34.1.6 Apply Button

This control allows the user to copy the schedule of the currently selected clinic to the specified clinic without exiting the Copy Schedule to Another Clinic dialog. The Apply Button will be enabled when the Copy Schedule to Another Clinic dialog is active. It has a mnemonic of "A".

2.34.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Copy Schedule to Another Clinic dialog. The scope of replication shall be limited to:

- Clinics in the same Local Agency.
- Business Days
- Business Hours
- Holidays

2.34.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Copy Schedule to Another Clinic"

The Copy Schedule from Date will initially default to the current system date.

The Copy Schedule to Date will initially default to one year from the current system date.

The To Clinic control is initially blank.

2.34.2.2 Edits

Upon selection of the OK or the Apply button, if no entry is made in the Copy Schedule from Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Copy Schedule from Date control, the system will invoke a standard error message with the text "The starting date is invalid."

If the date is entered in the Copy Schedule from Date control is less than the current system day, the system will invoke a standard error message with the text "Date entered must be equal to or greater than today's date."

If no entry is made in the Copy Schedule to Date control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If an invalid date is entered in the Copy Schedule to Date control, the system will invoke a standard error message with the text "The ending date is invalid."

If the date is entered in the Copy Schedule to Date control greater than one year from the current system day, the system will invoke a standard error message with the text "The date range cannot be more than one year in the future."

If the Copy Schedule to date is less than the Copy Schedule from Date, the system will invoke a standard error message with the text "The ending date is before the starting date."

If no selection has been made in the to Clinic control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

2.34.2.3 Saving the Data

Upon successful completion of the above listed edits the system will copy the BusinessDay and BusinessHour records to the specified clinic for the specified dates. The system will invoke the Event Log for Copy Schedule to Another Clinic described in this document

2.34.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.34.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
To Clinic	BusinessHour	ServiceSiteID	
	BusinessDay	ServiceSiteID	

2.35 Event Log for Copy Schedule to Another Clinic

The Event Log for Copy Schedule to Another Clinic lists the actions that were taken and any actions that could not be taken as a result of the entries made on the Copy Schedule to Another Clinic dialog. The event log will list only the most recent actions. The Event Log for Copy Schedule to Another Clinic dialog is invoked in response to the following user actions:

- Selection of the Apply Button on the Copy Schedule to Another Clinic dialog described in this document
- Selection of the OK Button on the Copy Schedule to Another Clinic dialog described in this document
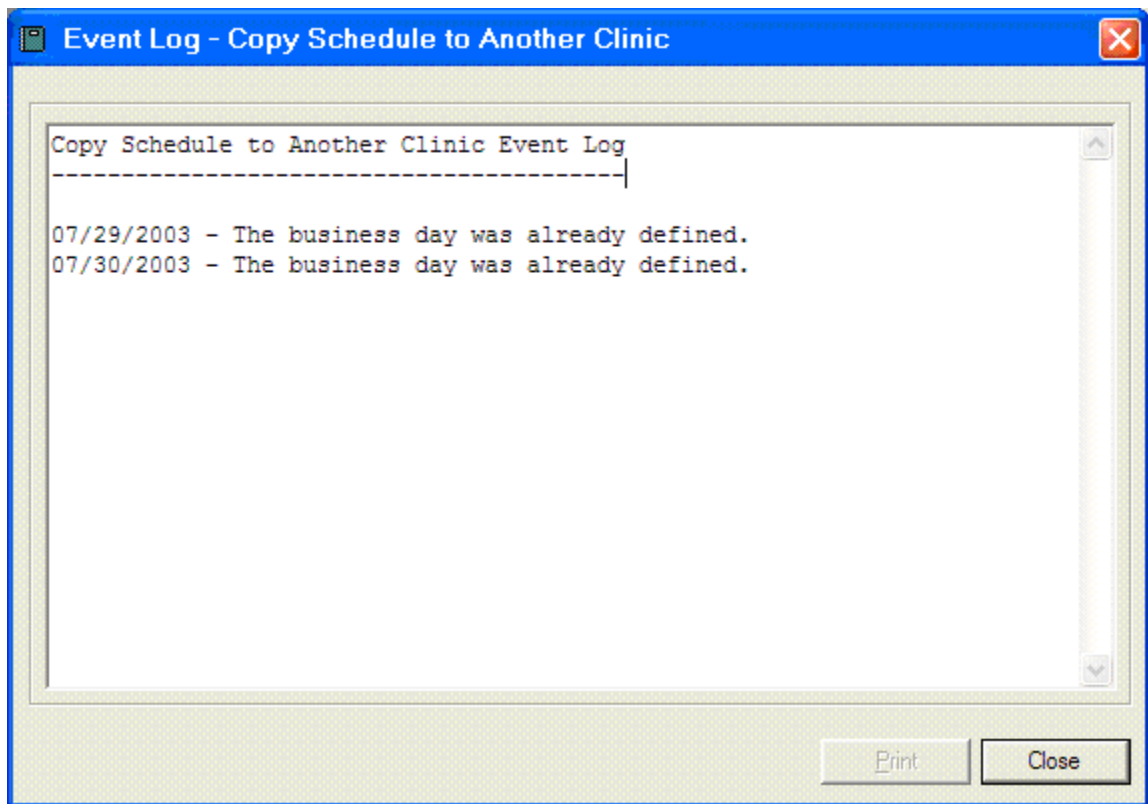
Figure 39 - Event Log for Copy Schedule to Another Clinic Dialog

2.35.1 Controls

This section describes the behavior of the controls on the Event Log for Copy Schedule to Another Clinic dialog.

2.35.1.1 Event Log Text Box

This control allows the user to view the actions taken or not taken in replicating business days for the clinic. The text box will be enabled when the Event Log for Copy Schedule to Another Clinic dialog is active. It will be filled with the event log generated while copying a schedule to another clinic. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

2.35.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print Button will be enabled when the Event Log for Copy Schedule to Another Clinic dialog is active and an output printer has been defined (see *Sysetm Tools*). It has a mnemonic of "P".

2.35.1.3 Close Button

This control allows the user to exit the Event Log for Copy Schedule to Another Clinic dialog. The Close Button will be enabled when the Event Log for Copy Schedule to Another Clinic dialog is active. Characteristics for the Close button are defined in *Consistencies*.

2.35.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Event Log for Copy Schedule to Another Clinic dialog.

2.35.2.1 Initializing the Interface

This upon initial display of the dialog, the title bar text will be set to "Event Log – Copy Schedule to Another Clinic".

The Event Log text box will be filled with the event generated while copying a schedule to another clinic.

2.35.2.2 Print

Upon selection of the Print Button, the system will print the contents of the event log to the default Windows printer.

2.35.2.3 Close

Upon selection of the Close Button, if the Event Log for Copy Schedule to Another Clinic was invoked by selecting the Apply button, the system will dismiss the dialog and return to the Copy Schedule to Another Clinic dialog.

If the Event Log for Copy Schedule to Another Clinic was invoked by selecting the OK button, the system will dismiss the dialog and return to Build Clinic Calendar dialog.

2.36 Print Master Calendar

The Print Master Calendar dialog allows the user to print to the default Windows printer a report listing the operating days for all clinics in the local agency. The report will list the operating days by month for the number of months desired starting with the selected month. The Print Master Calendar dialog is invoked when the user selects the Print Master Calendar item from the Print Calendars sub-menu from the Calendar menu described in this document.
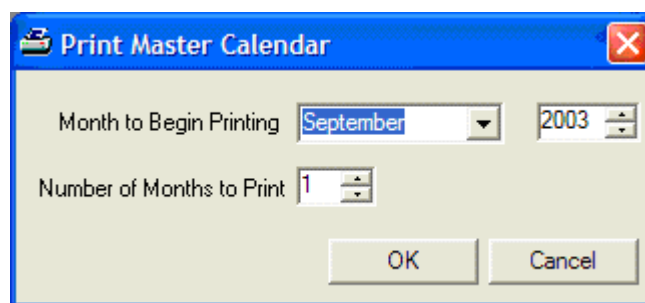
Figure 40 - Print Master Calendar Dialog

2.36.1 Controls

This section describes the behavior of the controls on the Print Master Calendar dialog.

2.36.1.1 Month to Begin Printing Dropdown

This control allows the user to select the calendar month to begin printing the master calendar for the local agency. The dropdown will be enabled when the Print Master Calendar dialog is active. It will be filled with a list of the months of the year. It will initially be blank.

2.36.1.2 Year Spin Control

This control allows the user to select the calendar year for which to print the master calendar for the local agency. The spin control will be enabled when the Print Master Calendar dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 1 year. It will default to the current year.

2.36.1.3 Number of Months to Print Masked Edit Box and Spin Control

This control allows the user to enter the number of months of the master calendar to print. The masked edit box will be enabled when the Print Master Calendar dialog is active. The masked edit box will only allow the entry of numeric digits. The mask of this box will be "##". Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will default to 1.

The value must be between 1 and 12 inclusive.

2.36.1.4 OK Button

This control allows the user to submit the print job to the default Windows printer. The OK Button will be enabled when the Print Master Calendar dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.36.1.5 Cancel Button

This control allows the user to exit the Print Master Calendar dialog without printing the calendar. The Cancel Button will be enabled when the Print Master Calendar dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.36.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Print Master Calendar dialog.

2.36.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Print Master Calendar".

The Month to Begin Printing control will be blank.

The Year control will be default to the current year.

The Number of Months to Print will default to 1.

2.36.2.2 Edits

Upon selection of the OK button, if no selection is made in the Month to Begin Printing control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If no entry is made in the Year control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no entry is made in the Number of Months to Print control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If the value in the Number of Months to Print is less than 0 or greater than 12, the system will invoke a standard error message with the text "The entry for Number of Months to Print must be between 1 and 12."

If the value selected in the Month to Begin Printing dropdown is more than one month prior to the current system month, the system will invoke a standard error message with the text "The Master Calendar can not be printed for more than one year prior to the current system month."

2.36.2.3 Print Calendar

When the above-listed edit is met, the system will send a print job to the default output printer (see *System Tools*) that will print the Master Calendar List described in this document for the local agency.

2.36.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.37 Print Clinic Detail Calendar

The Print Clinic Detail Calendar dialog allows the user to print to the default
Windows printer a report listing the operating days, business hours and
appointment types for the selected clinics. The report will list the clinic
information by month for the number of months desired starting with the
selected month. The Print Clinic Detail Calendar dialog is invoked when the
user selects the Print Clinic Detail Calendar item from the Print Calendars sub-
menu from the Calendar menu described in this document.
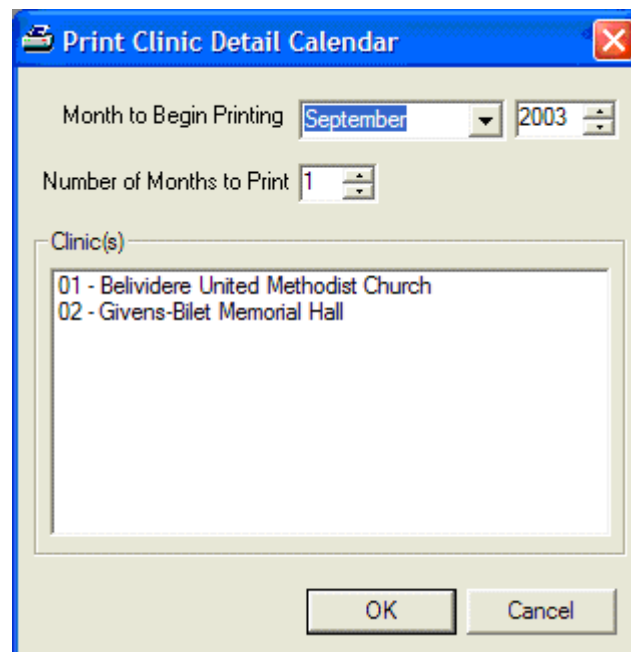
Figure 41 - Print Clinic Detail Calendar Dialog

2.37.1 Controls

This section describes the behavior of the controls on the Print Clinic Detail
Calendar dialog.

2.37.1.1 Month to Begin Printing Dropdown

This control allows the user to select the calendar month to begin printing
the detail calendar for the selected clinics. The dropdown will be enabled
when the Print Clinic Detail Calendar dialog is active. It will be filled
with a list of the months of the year. It will initially be blank.

2.37.1.2 Year Spin Control

This control allows the user to select the calendar year for which to print the detail calendar for the selected clinics. The spin control will be enabled when the Print Clinic Detail Calendar dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 1 year. It will default to the current year.

2.37.1.3 Number of Months to Print Masked Edit Box and Spin Control

This control allows the user to enter the number of months of the clinic detail calendar to print. The masked edit box will be enabled when the Print Clinic Detail Calendar dialog is active. The masked edit box will only allow the entry of numeric digits. The mask of this box will be "##". Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1). The value will default to 1.

The value must be between 1 and 12 inclusive.

2.37.1.4 Clinic List Box

This control allows the user to select one or more clinics for which to print a detail calendar. The list box will be enabled when the Print Clinic Detail Calendar dialog is active. It will contain an entry for each clinic in the local agency. The entries will appear in alphabetical order by the clinic name. Multiple selections may be made by the user. The list will default to no entries selected.

2.37.1.5 OK Button

This control allows the user to submit the print job to the default Windows printer. The OK Button will be enabled when the Print Clinic Detail Calendar dialog is active. (See Saving the Data in the Processing section below.) Characteristics for the OK button are defined in *Consistencies*.

2.37.1.6 Cancel Button

This control allows the user to exit the Print Clinic Detail Calendar dialog without printing the calendar. The Cancel Button will be enabled when the Print Clinic Detail Calendar dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

2.37.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Print Clinic Detail Calendar dialog.

2.37.2.1 Initializing the Interface

Upon initial presentation of the dialog, the title bar text will be set to "Print Clinic Detail Calendar".

The Month to Begin Printing control will be blank.

The Year control will be default to the current year.

The Number of Months to Print will default to 1.

The Clinic List Box will display all clinics associated with the agency.

2.37.2.2 Edits

Upon selection of the OK button, if no selection is made in the Month to Begin Printing control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If no selection is made in the Year control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If no entry is made in the Number of Months to Print control, the system will invoke a standard error message with the text "An entry is required for the {control name}."

If no selection has been made in the Clinic control, the system will invoke a standard error message with the text "A selection is required for the {control name}."

If the value in the Number of Months to Print is less than 0 or greater than 12, the system will invoke a standard error message with the text "The entry for Number of Months to Print must be between 1 and 12."

If the value selected in the Month to Begin Printing dropdown is more than one month prior to the current system month, the system will invoke a standard error message with the text "The Clinic Detail Calendar can not be printed for more than one year prior to the current system month."

2.37.2.3 Print Calendar

When the above-listed edit is met, the system will send a print job to the default output printer (see *System Tools*) that will print the Clinic Detail Calendar List described in this document for the local agency.

2.37.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.38 Master Calendar (Output) CAS010

This report allows the user to print a list of the operating days for all clinics in the local agency. The report will list the operating days by month for the number of months desired starting with the selected month.

Master Calendar List Report

```
CAS010
Indiana WISE              Master Calendar List               07/11/2000
Don User                      September 2000                    03:47 PM
                                                                  Page 1
Local Agency:  01 – Neighborhood Health Clinics, Inc.

  Sun.      Monday      Tuesday    Wednesday    Thursday      Friday    Saturday
 ------  -----------  -----------  -----------  -----------  -----------  ---------
          01          02          03          04          05          06
          Holiday      01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04
                       05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12
                       21,23       21,23       21,23       21,23
 ------  -----------  -----------  -----------  -----------  -----------  ---------
  07      8           9           10          11          12          13
          01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04 05,23
          05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12
          21,23       21,23       21,23       21,23       21,23
 ------  -----------  -----------  -----------  -----------  -----------  ---------
  14      15          16          17          18          19          20
          01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04
          05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12
          21,23       21,23       21,23       21,23       21,23
 ------  -----------  -----------  -----------  -----------  -----------  ---------
  21      22          23          24          25          26          27
          01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04 01,02,03,04
          05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12 05,10,11,12
          21,23       21,23       21,23       21,23       21,23
 ------  -----------  -----------  -----------  -----------  -----------  ---------
  28      29          30
                      01,02,03,04
                      05,10,11,12
                      21,23
 ------  -----------  -----------  -----------  -----------  -----------  ---------

Service Sites
-------------------------------------
01 – Neighborhood Health Clinics, Inc.
03 – Monroeville WIC Clinic
05 – United Faith WIC Clinic
```

2.38.1 Report Title

The title of the report will be the text of "Master Calendar List". It will be subtitled with the month and year. A footing to the report will list the clinics embodied in the calendar.

2.38.2 Data Elements

This section describes the data elements that will print on the report.

2.38.2.1 Local Agency

This element will be the ID and name of the local agency.

2.38.2.1.1 Origin of Data Element

The values will be taken from the Agency-ID and Agency-Name attributes of the AGENCY entity.

2.38.2.1.2 Format

The values will print as their literal value.

2.38.2.2 Day of the Month

This value will be the numeric day of the month.

2.38.2.2.1 Origin of Data Element

The value will be the numeric day of the month as derived from the Business-Date attribute of the BUSINESS-DAY entity.

2.38.2.2.2 Format

The value will print in ## format.

2.38.2.3 Holiday Description

This value will be the description of the Holiday on the Date of the Month, if applicable.

2.38.2.3.1 Origin of Data Element

The value will be taken from the Description attribute of the HOLIDAY entity.

2.38.2.3.2 Format

The value will print as its literal value.

2.38.2.4 Clinic ID

This value will be the ID of the clinic which has a business day defined on the Date of the Month.

2.38.2.4.1 Origin of Data Element

The value will be taken from the Service-Site-ID attribute of the SERVICE-SITE entity.

2.38.2.4.2 Format

The value will print as its literal value.

2.38.2.5 Clinic ID and Name

This element will be the ID and name of the clinic in the local agency.

2.38.2.5.1 Origin of Data Element

The value will be taken from the Service-Site-ID and Service-Site-Name attributes of the SERVICE-SITE entity.

2.38.2.5.2 Format

The values will print as their literal value.

2.38.3 Filter Criteria

2.38.3.1 Service Sites in Local Agency

Only clinics in the local agency will be included in the report.

2.38.3.2 Months Specified

Only the months specified in the initial selection criteria will be included in the report.

2.38.4 Sort Order

2.38.4.1 Month

The report will be sorted first by month.

2.38.4.2 Date

The report will be sorted by date within month in a cross tabular fashion.

2.38.4.3 Service Site

The report will be sorted by clinic ID within date.

2.38.5 Control Breaks

2.38.5.1 Month

On a change of month, a page break will occur.

2.39 Clinic Detail Calendar (Output) CAS011

This report allows the user to print a list of the operating days, business hours and appointment types for the selected clinics. The report will list the clinic information by month for the number of months desired starting with the selected month.

Clinic Detail Calendar Report

```
CAS011
Indiana WISE              Clinic Detail Calendar            07/11/2000
Don User                         September 2000                   03:50 PM
                                                                    Page  1
Local Agency: 01 - Neighborhood Health Clinics, Inc.
Clinic:      03 - Monroeville WIC Clinic

  Sun.     Monday      Tuesday    Wednesday    Thursday     Friday    Saturday
------ ----------- ----------- ----------- ----------- ----------- ----------
       | 01        | 02        | 03        | 04        | 05        | 06       |
       | Holiday   | 8:00a     | 8:00a     | 8:00a     | 8:00a     | Closed   |
       | 5:00p     | 5:00p     | 5:00p     | 5:00p     | 5:00p     |          |
       | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   |          |
------ ----------- ----------- ----------- ----------- ----------- ----------
07     | 08        | 09        | 10        | 11        | 12        | 13       |
       | 8:00a     | 8:00a     | 8:00a     | 8:00a     | 8:00a     | Closed   |
       | 5:00p     | 5:00p     | 5:00p     | 5:00p     | 5:00p     |          |
       | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   |          |
------ ----------- ----------- ----------- ----------- ----------- ----------
14     | 15        | 16        | 17        | 18        | 19        | 20       |
       | 8:00a     | 8:00a     | 8:00a     | 8:00a     | 8:00a     | Closed   |
       | 5:00p     | 5:00p     | 5:00p     | 5:00p     | 5:00p     |          |
       | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   |          |
------ ----------- ----------- ----------- ----------- ----------- ----------
21     | 22        | 23        | 24        | 25        | 26        | 27       |
       | 8:00a     | 8:00a     | 8:00a     | 8:00a     | 8:00a     | Closed   |
       | 5:00p     | 5:00p     | 5:00p     | 5:00p     | 5:00p     |          |
       | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   | A,B,C,D   |          |
------ ----------- ----------- ----------- ----------- ----------- ----------
28     | 29        | 30        |           |           |           |          |
       | Closed    | 8:00a     |           |           |           |          |
       |           | 5:00p     |           |           |           |          |
       |           | A,B,C,D   |           |           |           |          |
------ ----------- ----------- ----------- ----------- ----------- ----------

Appointment Types
---------------------------------
A - Group Nutrition Education/Check Pickup
B - INDIVIDUAL NUTRITION EDUCATION/CHECK PICKUP
C - INITIAL CERTIFICATION
D - MEDICAL UNPDATE
```

2.39.1 Report Title

The title of the report will be the text of "Clinic Detail Calendar". It will be subtitled with the month and year. A footing to the report will list the appointment codes embodied in the calendar.

2.39.2 Data Elements

This section describes the data elements that will print on the report.

2.39.2.1 Local Agency

This value will be the ID and name of the local agency.

2.39.2.1.1 Origin of Data Element

The values will be taken from the Agency-ID and Agency-Name attributes of the AGENCY entity.

2.39.2.1.2 Format

The values will print as their literal value.

2.39.2.2 Clinic

This element will be the ID and name of the clinic selected by the user.

2.39.2.2.1 Origin of Data Element

The values will be taken from the Service-Site-ID and Service-Site-Name attributes of the SERVICE-SITE entity.

2.39.2.2.2 Format

The values will print as their literal value.

2.39.2.3 Day of the Month

This value will be the numeric day of the month.

2.39.2.3.1 Origin of Data Element

The value will be the numeric day of the month as derived from the Business-Date attribute of the BUSINESS-DAY entity.

2.39.2.3.2 Format

The value will print in ## format.

2.39.2.4 Start Time

This value will be the start time of the business hours for the Day of the Month.

2.39.2.4.1 Origin of Data Element

The value will be taken from the Start-Time attribute of the BUSINESS-HOUR entity. When there are no business hours defined, and the Day of the Month is any day but Sunday, the text "Closed" will print instead.

2.39.2.4.2 Format

The value will print in HH:MM {AM/PM} format.

2.39.2.5 End Time

This value will be the end time of the business hours for the Day of the Month.

2.39.2.5.1 Origin of Data Element

The value will be taken from the End-Time attribute of the BUSINESS-HOUR entity.

2.39.2.5.2 Format

The value will print in HH:MM {AM/PM} format.

2.39.2.6 Appointment Type and Description

This element will be code and description of the appointment type that is defined for the local agency.

2.39.2.6.1 Origin of Data Element

The value will be taken from the Appointment-Type and Appointment-Type-Description attributes of the APPOINTMENT-TYPE entity.

2.39.2.6.2 Format

The values will print as their literal value.

2.39.3 Filter Criteria

2.39.3.1 Months Specified

Only the months specified in the initial selection criteria will be included in the report.

2.39.3.2 Clinic

Only clinics selected in the initial list box will be included in the report.

2.39.4 Sort Order

2.39.4.1 Month

The report will be sorted first by month.

2.39.4.2 Clinic

The report will be sorted by clinic name within month if multiple sites were selected.

2.39.4.3 Date

The report will be sorted by date within month in a cross tabular fashion.

2.39.5 Control Breaks

2.39.5.1 Clinic

On a change of clinic, a page break will occur.

2.39.5.2 Month

On a change of month, a page break will occur.

2.40 Print Clinic Group Class Calendar

The Print Clinic Group Class Calendar dialog allows the user to print to the default Windows printer a report listing the days, times, topics and resources for the selected clinics. The report will list the class information by month for the number of months desired starting with the selected month. The Print Clinic Group Class Calendar dialog is invoked when the user selects the Print Clinic Group Class Calendar menu item from the Print Calendars sub-menu from the Calendar menu described in this document
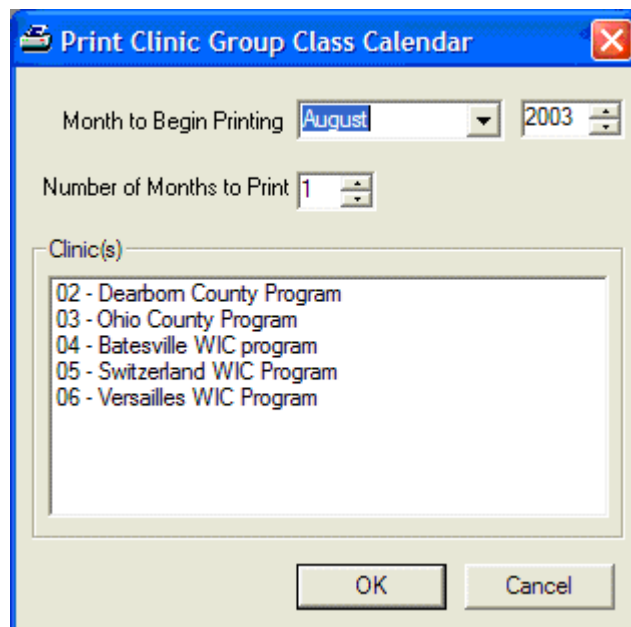
Figure 42 - Print Clinic Group Class Calendar Dialog

2.40.1 Controls

This section describes the behavior of the controls on the Print Clinic Group Class Calendar dialog.

2.40.1.1 Month to Begin Printing Dropdown

This control allows the user to select the calendar month to begin printing the detail calendar for the selected clinics. The dropdown will be enabled when the Print Clinic Group Class Calendar dialog is active. It will be filled with a list of the months of the year. It will initially be blank.

2.40.1.2 Year Spin Control

This control allows the user to select the calendar year for which to print
the detail calendar for the selected clinics. The spin control will be
enabled when the Print Clinic Group Class Calendar dialog is active.
Selection of the increment or decrement buttons of the spin control will
increase or decrease the value by 1 year. It will default to the current
year.

2.40.1.3 Number of Months to Print Masked Edit Box and Spin Control

This control allows the user to enter the number of months of the clinic
detail calendar to print. The masked edit box will be enabled when the
Print Clinic Group Class Calendar dialog is active. The masked edit box
will only allow the entry of numeric digits. The mask of this box will be
"##". Selection of the increment or decrement buttons of the spin control
will increase or decrease the value by one (1). The value will default to 1.

The value must be between 1 and 12 inclusive.

2.40.1.4 Clinic List Box

This control allows the user to select one or more clinics for which to print
a detail calendar. The list box will be enabled when the Print Clinic
Group Class Calendar dialog is active. It will contain an entry for each
clinic in the local agency. The entries will appear in alphabetical order by
the clinic name. Multiple selections may be made by the user. The list
will default to no entries selected.

At least one selection in the list box is required.

2.40.1.5 OK Button

This control allows the user to submit the print job to the default
Windows printer. The OK Button will be enabled when the Print Clinic
Group Class Calendar dialog is active. (See Saving the Data in the
Processing section below.) Characteristics for the OK button are defined
in *Consistencies*.

2.40.1.6 Cancel Button

This control allows the user to exit the Print Clinic Group Class Calendar
dialog without printing the calendar. The Cancel Button will be enabled
when the Print Clinic Group Class Calendar dialog is active.
Characteristics for the Cancel button are defined in *Consistencies*.

2.40.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Print Clinic Group Class Calendar dialog.

2.40.2.1 Initializing the Interface

Upon initial display of the dialog, the title bar text will be set to "Print Clinic Group Class Calendar".

The Month to Begin Printing control will be blank.

The Year control will be default to the current year.

The Number of Months to Print will default to 1.

The Clinic List Box will display all clinics associated with the agency.

2.40.2.2 Edits

Upon selection of the OK button, if no selection is made in the Month to Begin Printing control, the system will invoke a standard error message with the text "A selection is required for the {control name}".

If no selection is made in the Year control, the system will invoke a standard error message with the text "A selection is required for the {control name}".

If no entry is made in the Number of Months to Print control, the system will invoke a standard error message with the text "An entry is required for the {control name}".

If no selection has been made in the Clinic control, the system will invoke a standard error message with the text "A selection is required for the {control name}".

If the value in the Number of Months to Print is less than 0 or greater than 12, the system will invoke a standard error message with the text "The entry for Number of Months to Print must be between 1 and 12."

If the value selected in the Month to Begin Printing dropdown is more than one month prior to the current system month, the system will invoke a standard error message with the text "The Clinic Group Class Calendar can not be printed for more than one year prior to the current system month."

2.40.2.3 Print Calendar

When the above-listed edit is met, the system will send a print job to the default output printer (see *System Tools*) that will print the Clinic Group Class Calendar List described in this document for the local agency.

2.40.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog and return to the Build Clinic Calendar dialog.

2.41 Clinic Group Class Calendar (Output) CAS012

This report allows the user to print a list of the group class schedules for the selected clinics. The report will list the clinic information for the month.

2.41.1 Report Title

```
                        Clinic Group Class Calendar Report

 CAS012
 Indiana WISE              Clinic Group Class Calendar              07/21/2003
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 Local Agency: 01 – Neighborhood Health Clinics, Inc.
 Clinic:       03 – Monroeville WIC Clinic

 Date              Time            Topic                  Resource
 ------------------------------------------------------------------------------
 9/22/2003         10:00AM         Snacks                 Kathy
                   11:00AM         Overweight             Karen

 9/23/2003         9:30AM          Iron                   Karen
                   1:00PM          Fruits and Veg.        Karen
```

The title of the report will be the text of "Clinic Group Class Calendar". It will be subtitled with the month and year.

2.41.2 Data Elements

This section describes the data elements that will print on the report.

2.41.2.1 Local Agency

This value will be the ID and name of the local agency.

2.41.2.1.1 Origin of Data Element

The values will be taken from the Agency-ID and Agency-Name attributes of the AGENCY entity.

2.41.2.1.2 Format

The values will print as their literal value.

2.41.2.2 Clinic

This element will be the ID and name of the clinic selected by the user.

2.41.2.2.1 Origin of Data Element

The values will be taken from the Service-Site-ID and Service-Site-Name attributes of the SERVICE-SITE entity.

2.41.2.2.2 Format

The values will print as their literal value.

2.41.2.3 Date

This element will be the date in which the class is scheduled.

2.41.2.3.1 Origin of Data Element

The values will be taken from the Class-Schedule-ClassDate attributes of the CLASS_SCHEDULE entity.

2.41.2.3.2 Format

The values will print as MM/DD/CCYY.

2.41.2.4 Time

This element will be the time in which the class is scheduled.

2.41.2.4.1 Origin of Data Element

The value will be taken from the Class-Schedule-ClassTime attributes of the CLASS_SCHEDULE entity.

2.41.2.4.2 Format

The value will print as HH:MM {AM/PM} format.

2.41.2.5 Topic

This element will be the Topic which will be taught for the class that is scheduled.

2.41.2.5.1 Origin of Data Element

The values will be taken from the Class-Schedule-ClassTypeID attributes of the CLASS_SCHEDULE entity and referenced to the Reference-Dictionary under the category of GRPEDTOPIC of the Topic of the group class.

2.41.2.5.2 Format

The values will print as the literal value of the Reference-Dictionary GRPEDTOPIC category.

2.41.2.6 Resource

This element will be the Resource which is assigned to the class that is scheduled.

2.41.2.6.1 Origin of Data Element

The values will be taken from the Class-Schedule-AppointmentResourceID attributes of the CLASS_SCHEDULE entity and referenced to the AppointmentResource-Name entity under the Agency ID and the Resource ID of the group class.

2.41.2.6.2 Format

The values will print as the literal value of the AppointmentResource-Name entity.

2.41.3 Filter Criteria

2.41.3.1 Months Specified

Only the months specified in the initial selection criteria will be included in the report.

2.41.3.2 Clinic

Only clinics selected in the initial list box will be included in the report.

2.41.4 Sort Order

2.41.4.1 Month

The report will be sorted first by month.

2.41.4.2 Clinic

The report will be sorted by clinic name within month if multiple sites were selected.

2.41.4.3 Date

The report will be sorted by date within month in a cross tabular fashion.

2.41.5 Control Breaks

2.41.5.1 Date

On a change of the day of month, a blank line will print.

2.41.5.2 Clinic

On a change of clinic, a page break will occur.

2.41.5.3 Month

On a change of month, a page break will occur.

2.41.6 Grand Total

No grand total is defined for this report.